Chapter 25 - How to Section

How To Section

In this section you will find step by step instructions in completing the following financial transactions.

Accounts Receivable Processing:

1. Financial Order
2. Receipts
3. Voiding Receipts
4. Credit Memos
5. Adjustments
6. Order for Reimbursement
7. Order to Show Cause
8. Assignment of Wages
9. Order Cancelling Wage Assignment
10. Notice of Intent to Intercept State Income Taxes
11. Order to Intercept State Income Taxes
12. Order to Cancel State Income Tax Intercept

Restitution Processing:

1. Restitution Financial Order
2. Restitution Receipts
3. Restitution Inquiry
4. Restitution Vouchers
5. Restitution Adjustment
6. Restitution Credit Memo

Accounts Payable Processing:

1. Creating Facility Vouchers
2. Creating Non-Placement Vouchers
3. Voucher Payments
4. Voucher Delete
5. Voucher Re-print
6. Voucher Payment Delete

Miscellaneous Processing:

1. Printing Single Bills
2. Printing Payment Summary
3. Displaying Probate Inventory Fee Payments
4. Flagging an account for non sufficient fund checks
5. Suppressing bills from printing
6. Flagging an account that has been sent to collections

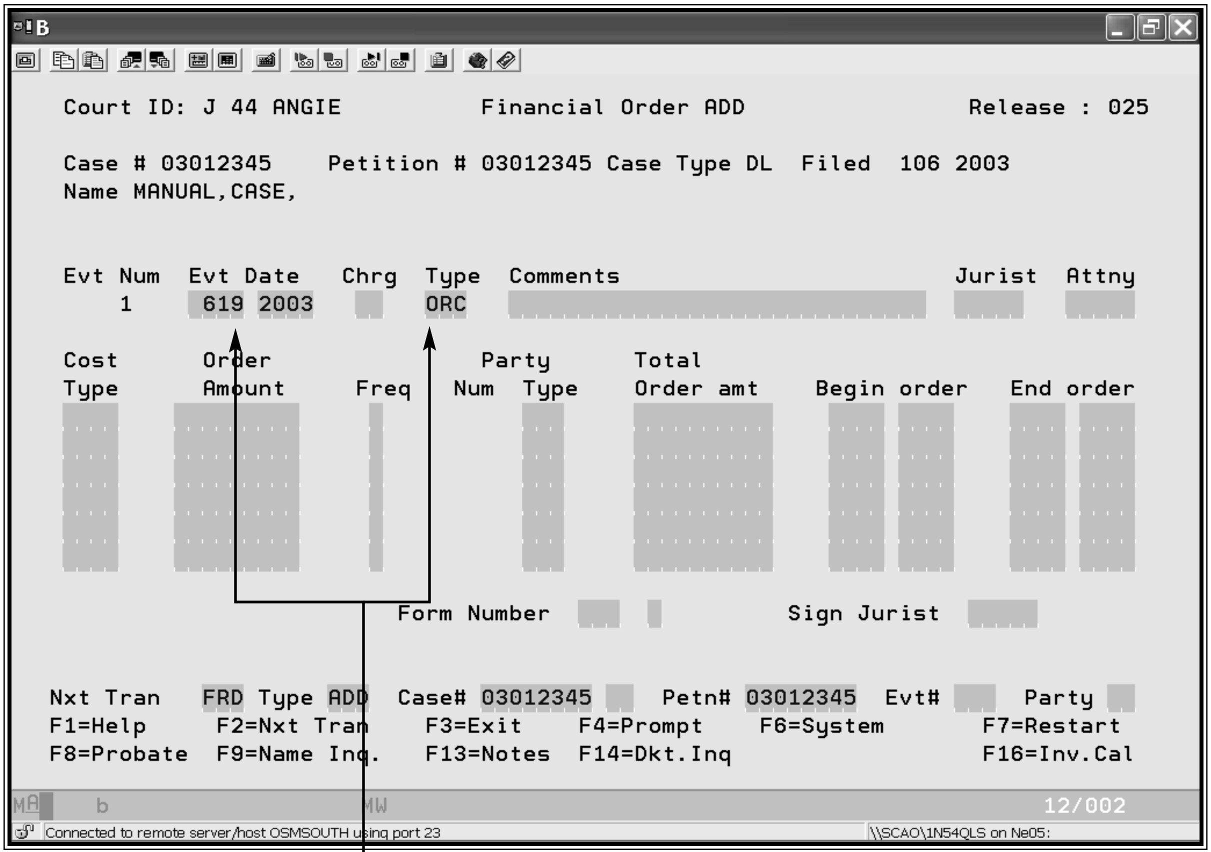
Financial Order Add

From the Next Tran line, enter the following information and press <Enter>

Juvenile Next Tran Line:

```
NXT TRAN    FRD  TYPE ADD   CASE NBR  03012345 __  PET 03012345 EVT ____   PTY __
```

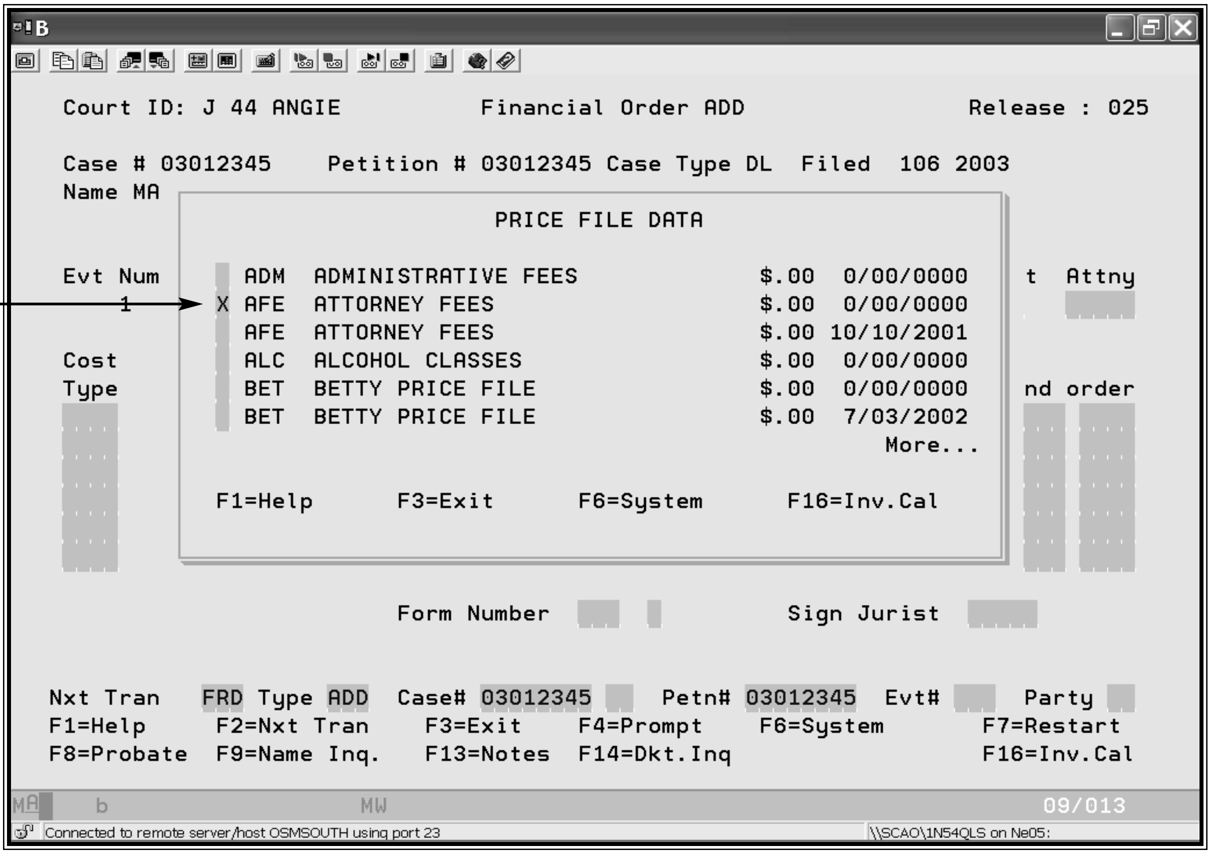
The system will display the following screen.



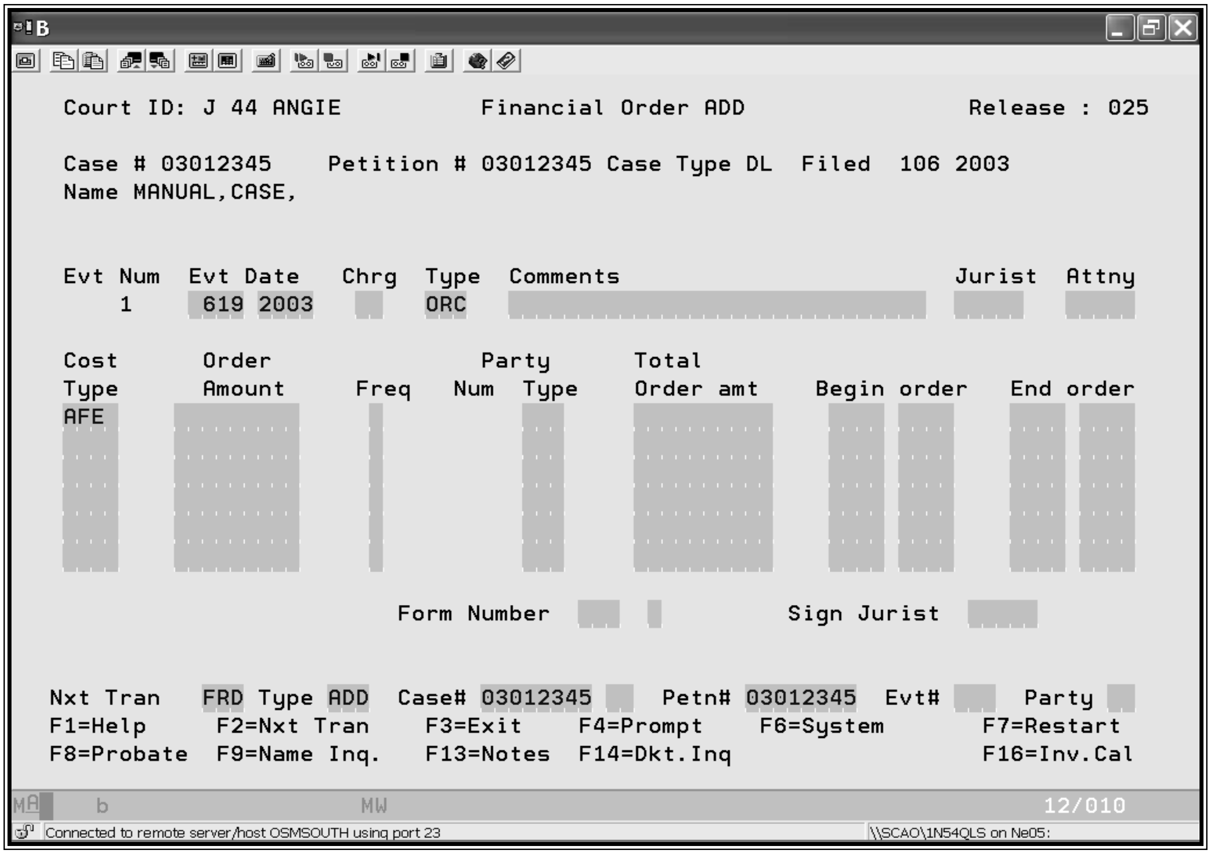
```
   Court ID: J 44 ANGIE          Financial Order ADD              Release : 025

   Case # 03012345    Petition # 03012345 Case Type DL  Filed  106 2003
   Name MANUAL,CASE,


   Evt Num  Evt Date    Chrg  Type  Comments                         Jurist  Attny
       1     619 2003         ORC

   Cost       Order              Party      Total
   Type       Amount      Freq  Num  Type   Order amt     Begin order   End order



                       Form Number             Sign Jurist

  Nxt Tran   FRD Type ADD  Case# 03012345    Petn# 03012345  Evt#      Party
  F1=Help     F2=Nxt Tran    F3=Exit    F4=Prompt    F6=System       F7=Restart
  F8=Probate  F9=Name Inq.   F13=Notes  F14=Dkt.Inq                  F16=Inv.Cal
  MA    b                 MW                                            12/002
Connected to remote server/host OSMSOUTH using port 23         \\SCAO\1N54QLS on Ne05:
```

Enter the Event Date and Type.

Enter the cost type for this financial order. If you do not know the cost type, press <F4> and the system will return a list of codes for you to choose from. Enter and "X" to the left of the price file that you want to select and press <Enter>.



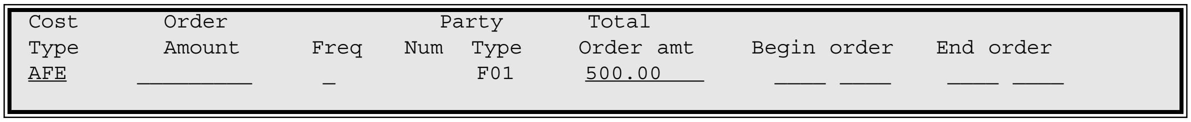
```
   Court ID: J 44 ANGIE         Financial Order ADD             Release : 025

   Case # 03012345    Petition # 03012345 Case Type DL  Filed  106 2003
   Name MA
                               PRICE FILE DATA

   Evt Num       ADM  ADMINISTRATIVE FEES            $.00  0/00/0000   t  Attny
       1       X AFE  ATTORNEY FEES                  $.00  0/00/0000
                 AFE  ATTORNEY FEES                  $.00 10/10/2001
   Cost          ALC  ALCOHOL CLASSES                $.00  0/00/0000
   Type          BET  BETTY PRICE FILE               $.00  0/00/0000   nd order
                 BET  BETTY PRICE FILE               $.00  7/03/2002
                                                            More...

                F1=Help     F3=Exit     F6=System     F16=Inv.Cal


                         Form Number               Sign Jurist


  Nxt Tran    FRD Type ADD  Case# 03012345     Petn# 03012345  Evt#      Party
  F1=Help     F2=Nxt Tran    F3=Exit    F4=Prompt    F6=System        F7=Restart
  F8=Probate  F9=Name Inq.   F13=Notes  F14=Dkt.Inq                   F16=Inv.Cal
MA     b                   MW                                           09/013
Connected to remote server/host OSMSOUTH using port 23            \\SCAO\1N54QLS on Ne05:
```



```
Court ID: J 44 ANGIE          Financial Order ADD             Release : 025

Case # 03012345    Petition # 03012345 Case Type DL  Filed  106 2003
Name MANUAL,CASE,


Evt Num  Evt Date   Chrg  Type  Comments                         Jurist  Attny
    1     619 2003         ORC

Cost      Order                Party     Total
Type      Amount       Freq   Num  Type  Order amt     Begin order   End order
AFE

                         Form Number                Sign Jurist


Nxt Tran   FRD Type ADD  Case# 03012345    Petn# 03012345  Evt#       Party
F1=Help     F2=Nxt Tran    F3=Exit    F4=Prompt    F6=System        F7=Restart
F8=Probate  F9=Name Inq.   F13=Notes  F14=Dkt.Inq                   F16=Inv.Cal
MA    b                 MW                                            12/010
Connected to remote server/host OSMSOUTH using port 23       \\SCAO\1N54QLS on Ne05:
```

There are a few different ways to enter financial orders. Following are several examples.

a. Enter the whole amount due. This amount will show as due immediately.

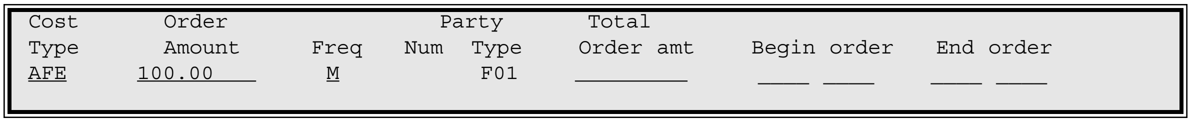


```
Cost        Order                   Party       Total
Type        Amount        Freq    Num  Type     Order amt     Begin order    End order
AFE      __________        _             F01      500.00___      ____ ____     ____ ____
```

b. Enter amounts to be paid in increments with no ending date and no total order amount. This amount will be added at the beginning of the increment.

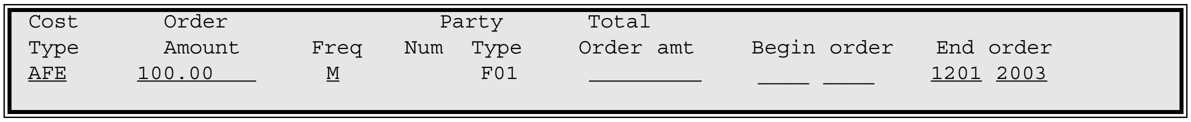
M = Monthly
W = Weekly
B = Biweekly
Y = Yearly
Q = Quarterly

NOTE: The first increment will be added immediately upon entry of this financial order and will start to increment at the first possible date. If you enter a weekly increment on Friday the system will add the amount of the increment immediately and then add it again on Monday for the next week.



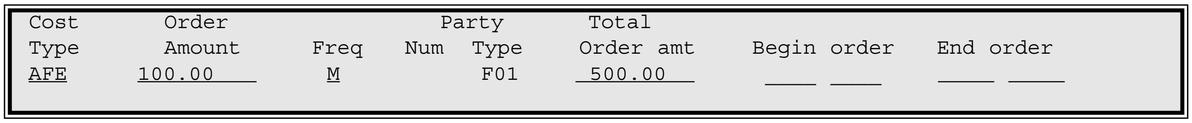
```
Cost        Order                   Party       Total
Type        Amount        Freq    Num  Type     Order amt     Begin order    End order
AFE       100.00___        M             F01    __________     ____ ____     ____ ____
```

c. Enter amounts to be paid in increments with an ending date. Please see explanation for B above. This order will stop incrementing when the end date is reached.



```
Cost       Order                   Party       Total
Type       Amount      Freq   Num  Type     Order amt     Begin order   End order
AFE      100.00___      M          F01      _________     ____ ____     1201 2003
```

d. Enter amounts to be paid in increments with a Total Order Amount. Please see explanation for B above. This order will stop incrementing when the total order amount has reached.



```
Cost       Order                   Party       Total
Type       Amount      Freq   Num  Type     Order amt     Begin order   End order
AFE      100.00___      M          F01      _500.00__     ____ ____     _____ _____
```

Multiple financial orders can be entered on the same screen. However, you can’t enter identical price codes for the same party on one financial order. After you have completed data entry for this financial order screen, press <Enter>. The system will add the financial orders.

Processing a Receipt:

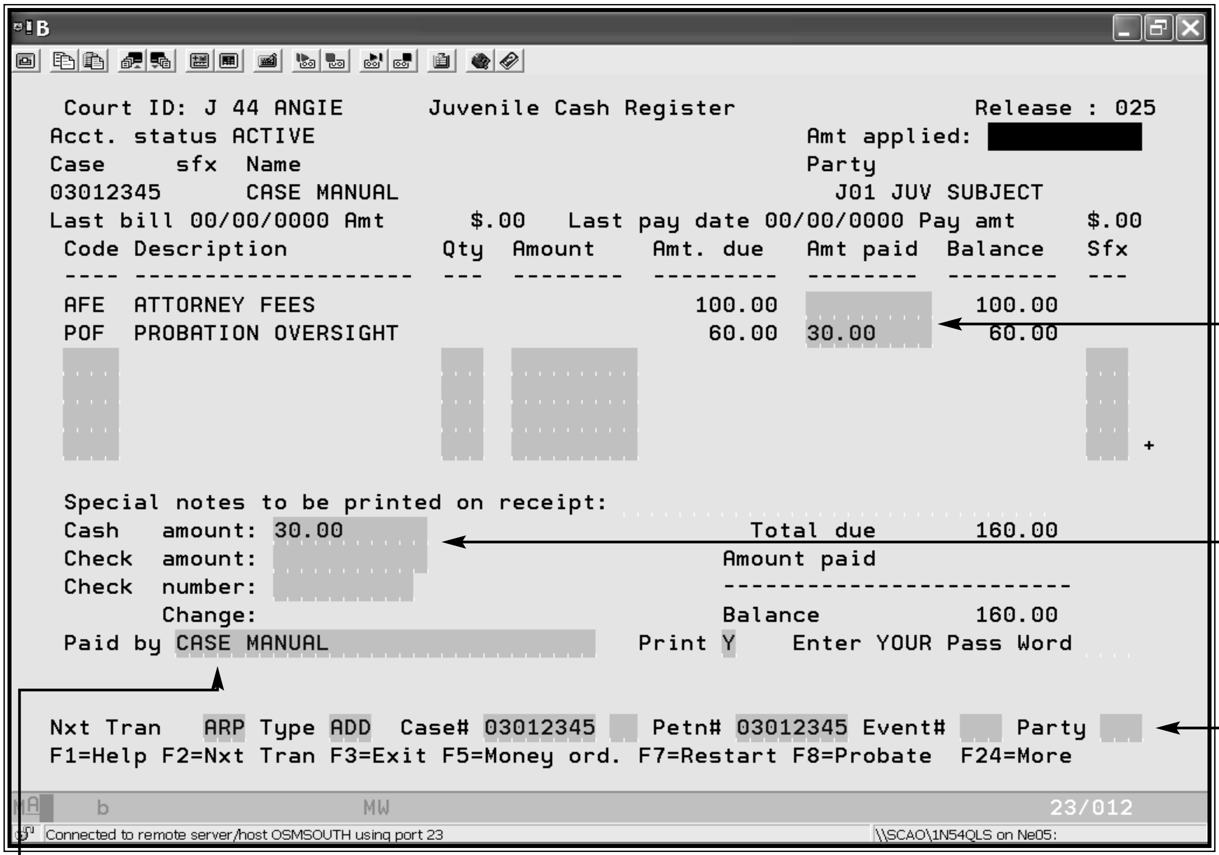
From the Next Tran Line, enter the following information.

```
NXT TRAN     ARP  TYPE ADD    CASE NBR  03012345 __  PET 03012345 EVT ____   PTY __
```

You will need to know the following information before completing this process:

1. Case Number
2. Suffix Number
3. Party Number that the financial order was applied to.

Press <Enter> and the system will display the following screen.



```
  Court ID: J 44 ANGIE      Juvenile Cash Register               Release : 025
 Acct. status ACTIVE                                   Amt applied: [redacted]
 Case     sfx  Name                                    Party
 03012345      CASE MANUAL                               J01 JUV SUBJECT
 Last bill 00/00/0000 Amt      $.00   Last pay date 00/00/0000 Pay amt     $.00
  Code Description            Qty  Amount    Amt. due   Amt paid  Balance   Sfx
  ---- --------------------   ---  --------  ---------  --------  --------  ---
  AFE  ATTORNEY FEES                            100.00              100.00
  POF  PROBATION OVERSIGHT                       60.00  30.00        60.00
                                                                              +

  Special notes to be printed on receipt:
  Cash   amount: 30.00                           Total due       160.00
  Check  amount:                               Amount paid
  Check  number:                               ------------------------
         Change:                               Balance         160.00
  Paid by CASE MANUAL                   Print Y    Enter YOUR Pass Word

 Nxt Tran   ARP Type ADD  Case# 03012345    Petn# 03012345 Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate  F24=More
MA    b               MW                                               23/012
Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:
```

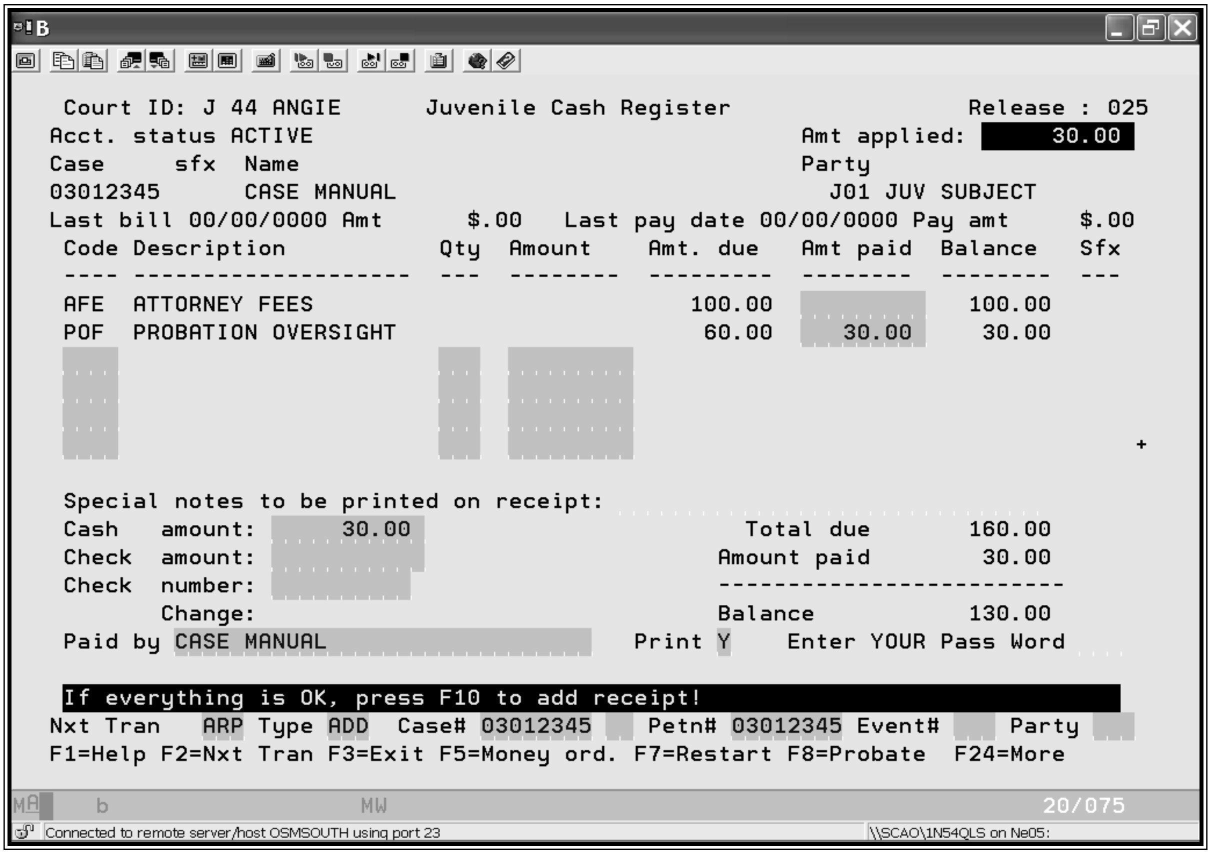
A $30.00 payment to be applied to the juveniles account.

a. Enter the amount into the appropriate price codes.

b. Enter the amount paid. Cash and check can be completed from this screen. For money orders, credit cards or EFT, press <F5> until the appropriate payment method appears on the screen.

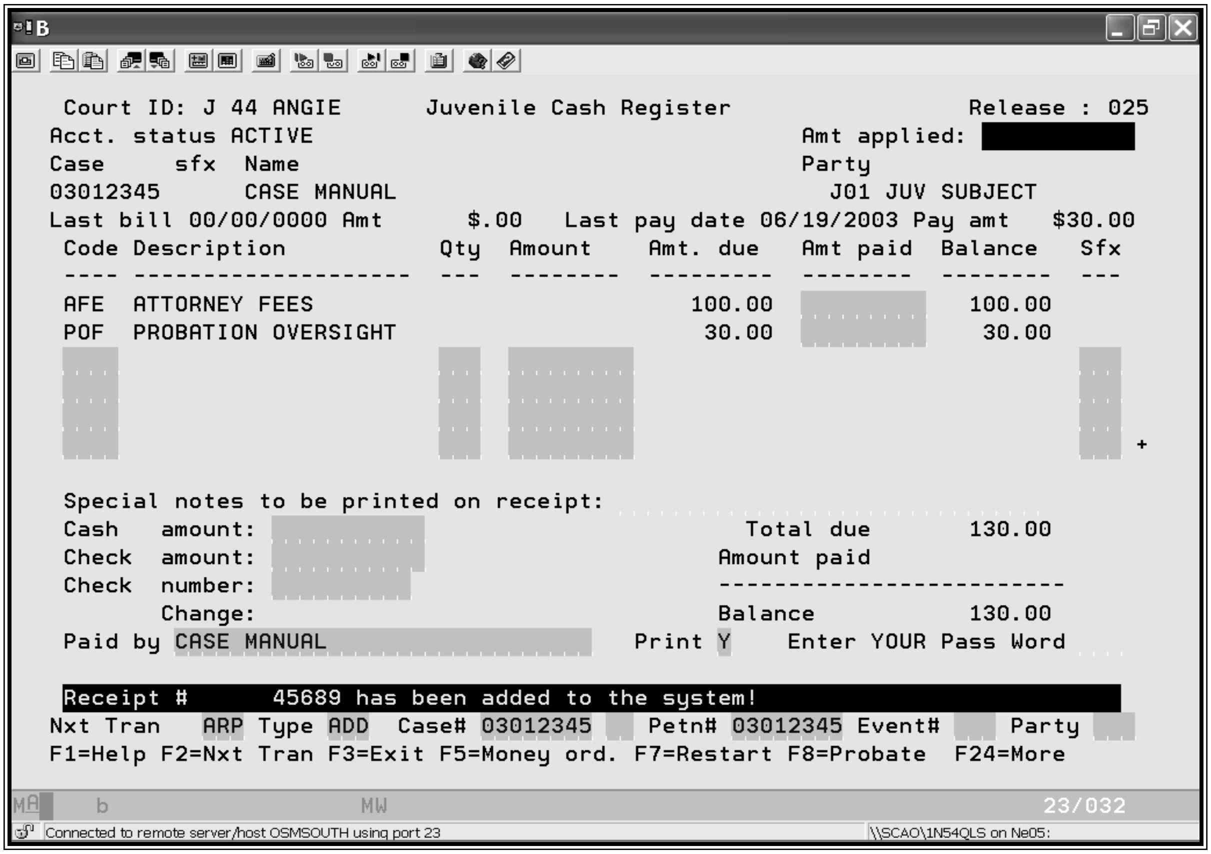
c. Enter the name of the person making this payment.

d. Enter your three letter/digit password and press <Enter>. The system will display the following screen.



```
  Court ID: J 44 ANGIE      Juvenile Cash Register              Release : 025
 Acct. status ACTIVE                                 Amt applied:      30.00
 Case     sfx  Name                                  Party
 03012345      CASE MANUAL                             J01 JUV SUBJECT
 Last bill 00/00/0000 Amt      $.00   Last pay date 00/00/0000 Pay amt     $.00
  Code Description          Qty  Amount    Amt. due   Amt paid  Balance   Sfx
  ---- -------------------- ---  --------  ---------  --------  --------  ---
  AFE  ATTORNEY FEES                          100.00              100.00
  POF  PROBATION OVERSIGHT                     60.00     30.00     30.00

                                                                              +

  Special notes to be printed on receipt:
  Cash   amount:      30.00                     Total due       160.00
  Check  amount:                              Amount paid        30.00
  Check  number:                              -------------------------
         Change:                              Balance          130.00
  Paid by CASE MANUAL                     Print Y    Enter YOUR Pass Word

  If everything is OK, press F10 to add receipt!
 Nxt Tran   ARP Type ADD  Case# 03012345    Petn# 03012345 Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate  F24=More
```

The system has made all calculations and has displayed the amounts on the screen along with a message “If everything is OK, press F10 to add receipt!”. Check the figures to be sure everything was entered correctly and then press <F10>. The system will add the receipt and display the following screen.



```
 Court ID: J 44 ANGIE      Juvenile Cash Register             Release : 025
Acct. status ACTIVE                                     Amt applied:
Case     sfx  Name                                      Party
03012345      CASE MANUAL                                 J01 JUV SUBJECT
Last bill 00/00/0000 Amt      $.00   Last pay date 06/19/2003 Pay amt   $30.00
 Code Description           Qty  Amount    Amt. due   Amt paid  Balance   Sfx
 ---- --------------------  ---  --------  ---------  --------  --------  ---
 AFE  ATTORNEY FEES                           100.00              100.00
 POF  PROBATION OVERSIGHT                      30.00               30.00
                                                                            +

 Special notes to be printed on receipt:
 Cash   amount:                                   Total due       130.00
 Check  amount:                                 Amount paid
 Check  number:                                 -------------------------
        Change:                                 Balance           130.00
 Paid by CASE MANUAL                  Print Y    Enter YOUR Pass Word

 Receipt #       45689 has been added to the system!
Nxt Tran   ARP Type ADD  Case# 03012345     Petn# 03012345 Event#     Party
F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate  F24=More

MA    b                     MW                                         23/032
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

Displayed is the receipt number that the system added.

Voiding a Receipt:

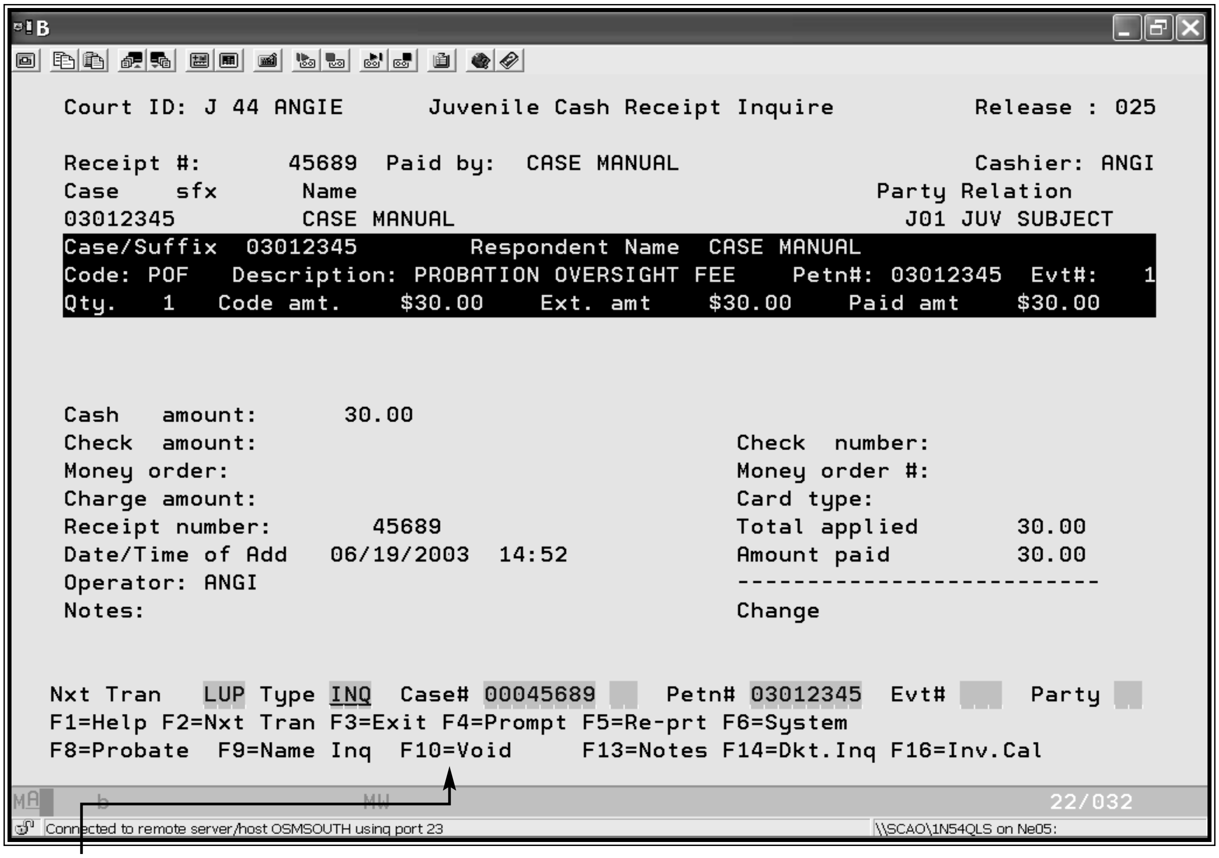
From the Next Tran Line, enter the following information.

```
NXT TRAN     LUP   TYPE INQ    CASE NBR   45689      PET 00000000 EVT ____    PTY __
```

You will need to know the following information before completing this process:

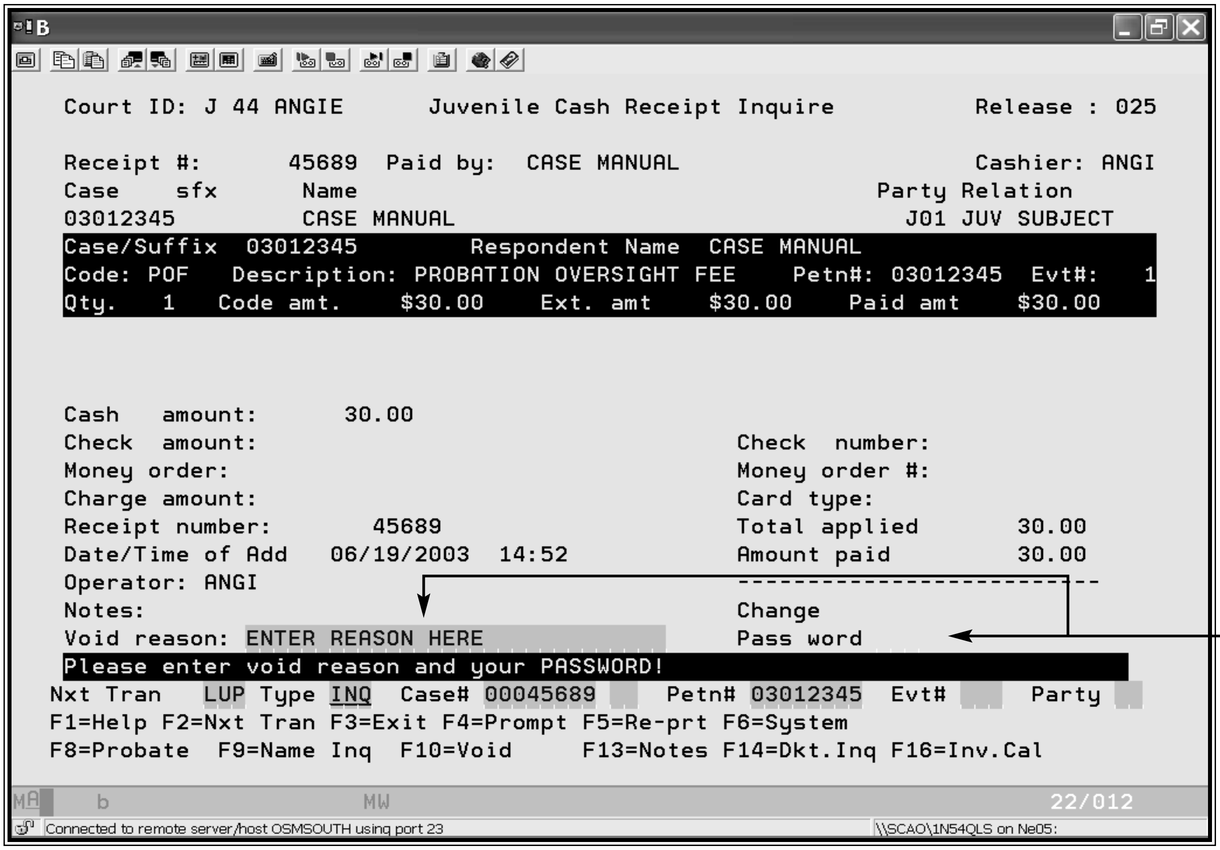
a. Receipt Number - Enter the receipt number in the case number field.

Press <Enter> and the system will display the following screen.



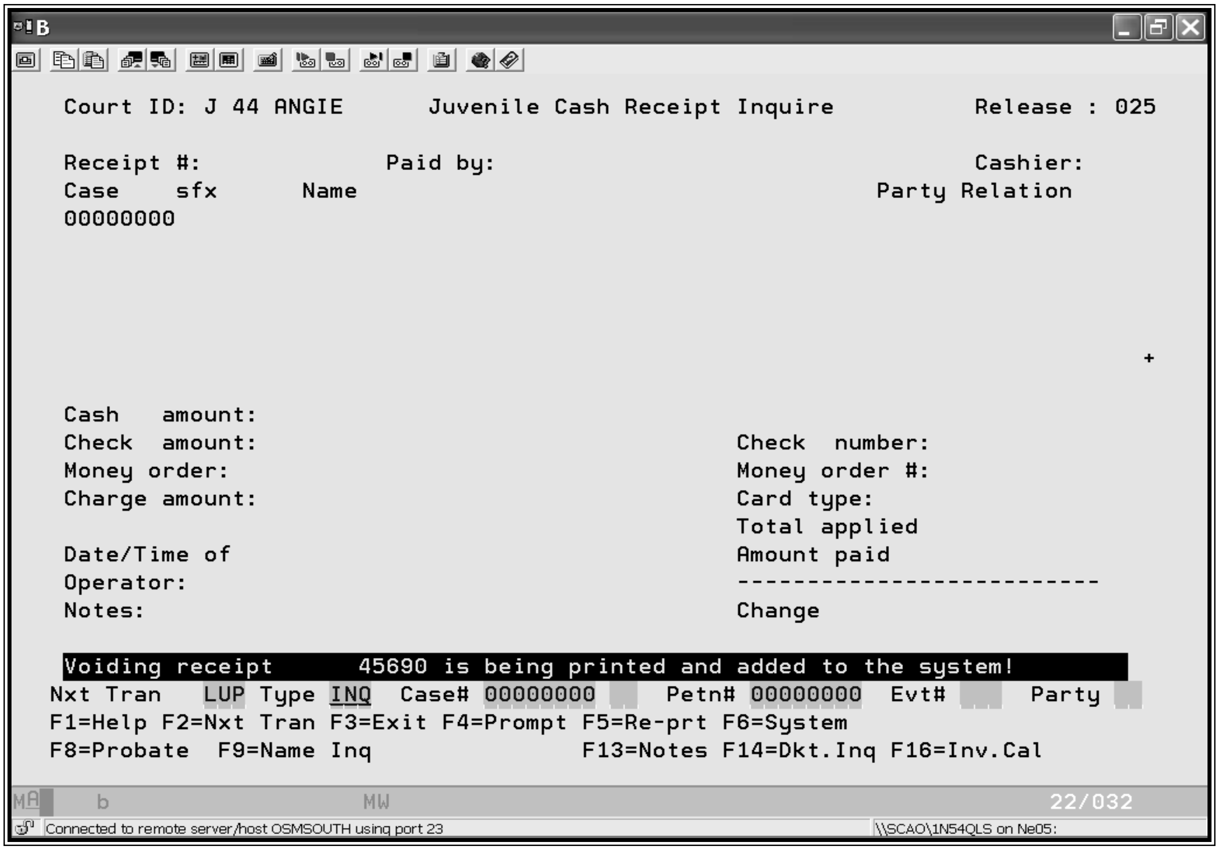
```
   Court ID: J 44 ANGIE      Juvenile Cash Receipt Inquire         Release : 025

   Receipt #:      45689  Paid by:  CASE MANUAL                    Cashier: ANGI
   Case    sfx      Name                                    Party Relation
   03012345         CASE MANUAL                               J01 JUV SUBJECT
   Case/Suffix  03012345        Respondent Name  CASE MANUAL
   Code: POF   Description: PROBATION OVERSIGHT FEE    Petn#: 03012345  Evt#:   1
   Qty.   1   Code amt.    $30.00    Ext. amt    $30.00    Paid amt    $30.00



   Cash   amount:      30.00
   Check  amount:                                   Check  number:
   Money order:                                     Money order #:
   Charge amount:                                   Card type:
   Receipt number:       45689                      Total applied       30.00
   Date/Time of Add   06/19/2003  14:52             Amount paid         30.00
   Operator: ANGI                                   -------------------------
   Notes:                                           Change


  Nxt Tran   LUP Type INQ  Case# 00045689    Petn# 03012345  Evt#      Party
  F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Re-prt F6=System
  F8=Probate  F9=Name Inq  F10=Void     F13=Notes F14=Dkt.Inq F16=Inv.Cal
```

Press <F10> to void the receipt. The system will display the following screen.



```
Court ID: J 44 ANGIE      Juvenile Cash Receipt Inquire         Release : 025

Receipt #:      45689  Paid by:  CASE MANUAL                    Cashier: ANGI
Case    sfx       Name                                   Party Relation
03012345          CASE MANUAL                              J01 JUV SUBJECT
Case/Suffix  03012345        Respondent Name  CASE MANUAL
Code: POF   Description: PROBATION OVERSIGHT FEE    Petn#: 03012345  Evt#:   1
Qty.   1   Code amt.     $30.00    Ext. amt    $30.00    Paid amt    $30.00



Cash   amount:      30.00
Check  amount:                                   Check  number:
Money order:                                     Money order #:
Charge amount:                                   Card type:
Receipt number:       45689                      Total applied       30.00
Date/Time of Add   06/19/2003  14:52             Amount paid         30.00
Operator: ANGI                                   --------------------------
Notes:                                           Change
Void reason: ENTER REASON HERE                   Pass word
Please enter void reason and your PASSWORD!
Nxt Tran   LUP Type INQ  Case# 00045689    Petn# 03012345  Evt#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Re-prt F6=System
F8=Probate  F9=Name Inq  F10=Void     F13=Notes F14=Dkt.Inq F16=Inv.Cal

MA    b                    MW                                        22/012
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

Enter the reason for the void and your financial password and then press <Enter>. The system will void the receipt and display the following screen.



```
Court ID: J 44 ANGIE      Juvenile Cash Receipt Inquire         Release : 025

Receipt #:             Paid by:                                Cashier:
Case    sfx       Name                                  Party Relation
00000000

                                                                          +

Cash   amount:
Check  amount:                                  Check  number:
Money order:                                    Money order #:
Charge amount:                                  Card type:
                                                Total applied
Date/Time of                                    Amount paid
Operator:                                       --------------------------
Notes:                                          Change

Voiding receipt      45690 is being printed and added to the system!
Nxt Tran   LUP Type INQ  Case# 00000000     Petn# 00000000  Evt#       Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Re-prt F6=System
F8=Probate  F9=Name Inq              F13=Notes F14=Dkt.Inq F16=Inv.Cal
```

MA
b
MW
22/032
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

Creating a Credit Memo

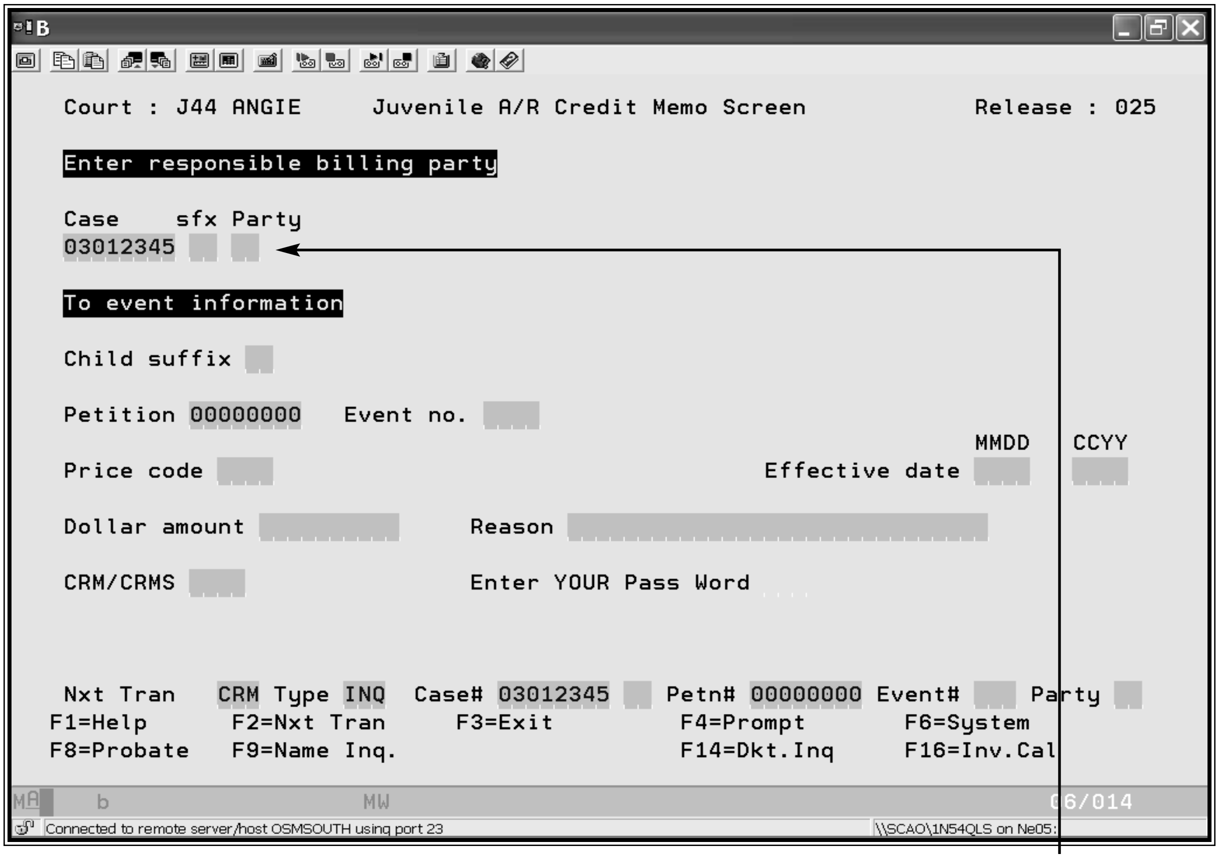
From the Next Tran Line, enter the following information.

```
NXT TRAN    CRM  TYPE INQ   CASE NBR  00000000 __ PET 00000000 EVT ____  PTY __
```

You will need to know the following information before completing this process:

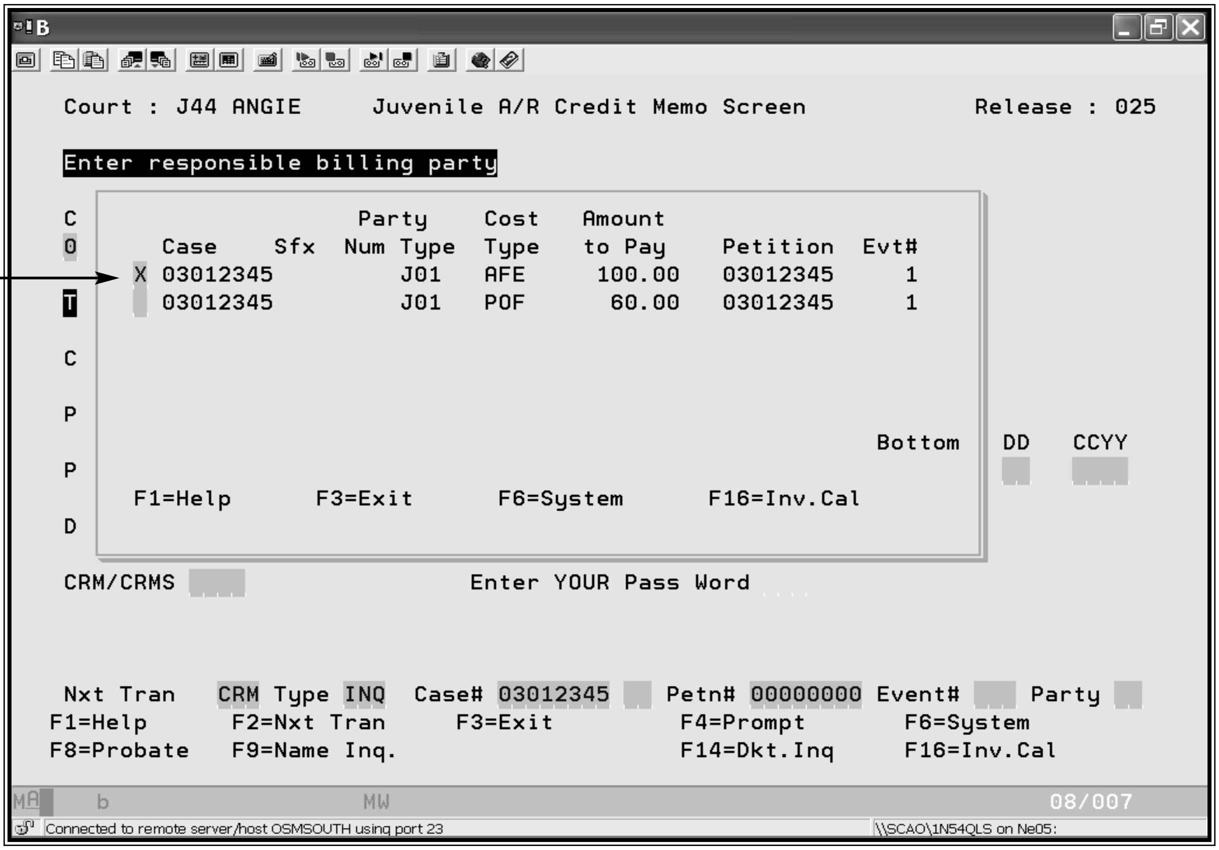
a. Case Number and suffix number that the financial order was applied to.
b. The amount of the credit.
c. The effective date, if there is one, of the price file.

Press <Enter> and the system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Credit Memo Screen          Release : 025

Enter responsible billing party

Case    sfx Party
03012345

To event information

Child suffix

Petition 00000000   Event no.
                                                              MMDD   CCYY
Price code                                      Effective date

Dollar amount             Reason

CRM/CRMS                  Enter YOUR Pass Word


Nxt Tran    CRM Type INQ  Case# 03012345    Petn# 00000000 Event#     Party
F1=Help       F2=Nxt Tran     F3=Exit         F4=Prompt       F6=System
F8=Probate    F9=Name Inq.                    F14=Dkt.Inq     F16=Inv.Cal
```

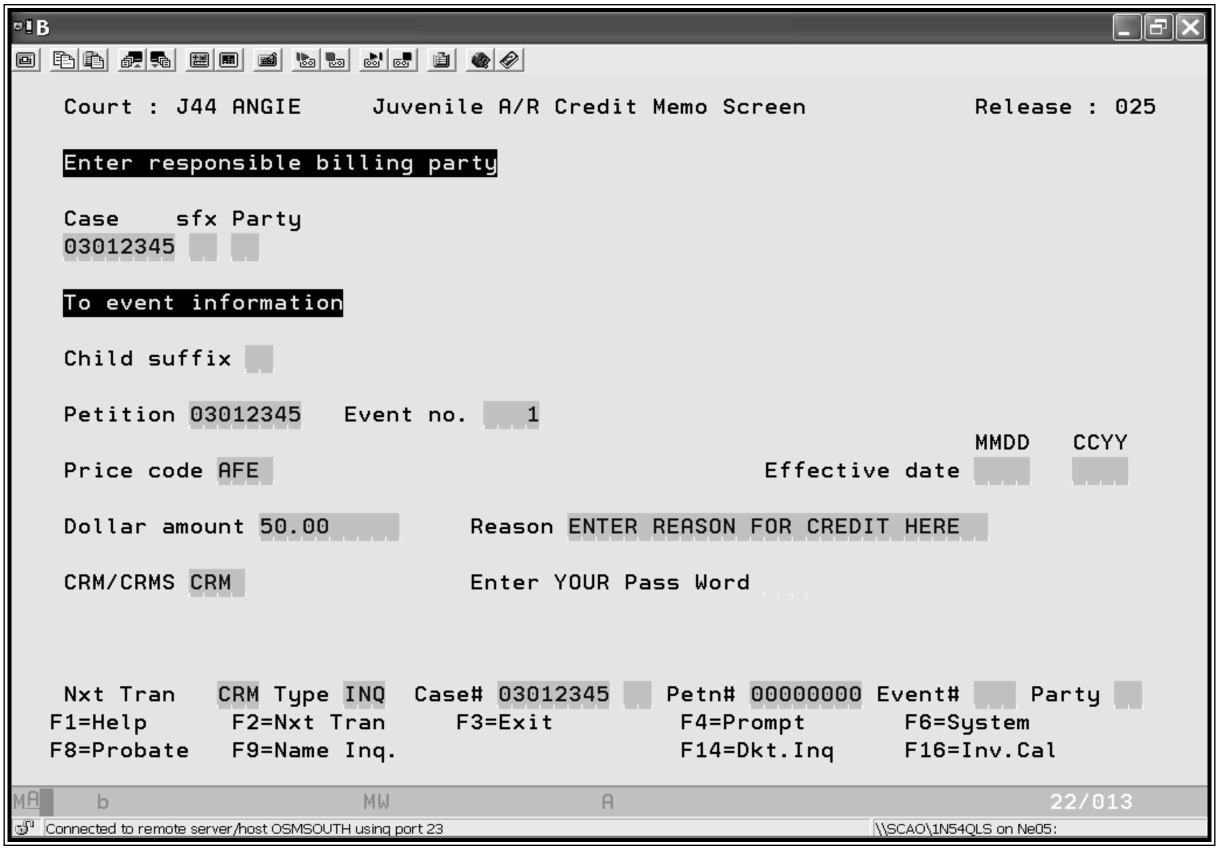
Enter the case number and suffix number as shown in the above screen and then prompt <F4> on the party field. The system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Credit Memo Screen          Release : 025

Enter responsible billing party

C                      Party    Cost   Amount
O      Case     Sfx  Num Type   Type   to Pay     Petition  Evt#
     X 03012345            J01   AFE     100.00   03012345     1
T      03012345            J01   POF      60.00   03012345     1

C

P
                                                      Bottom  DD   CCYY
P
     F1=Help      F3=Exit      F6=System      F16=Inv.Cal
D

CRM/CRMS                     Enter YOUR Pass Word



Nxt Tran    CRM Type INQ  Case# 03012345    Petn# 00000000 Event#     Party
F1=Help       F2=Nxt Tran      F3=Exit          F4=Prompt        F6=System
F8=Probate    F9=Name Inq.                      F14=Dkt.Inq      F16=Inv.Cal
```

B
MA b MW 08/007
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

Enter an “X” to the left of the financial order that is being credited and press <Enter>. The system will display the following screen.

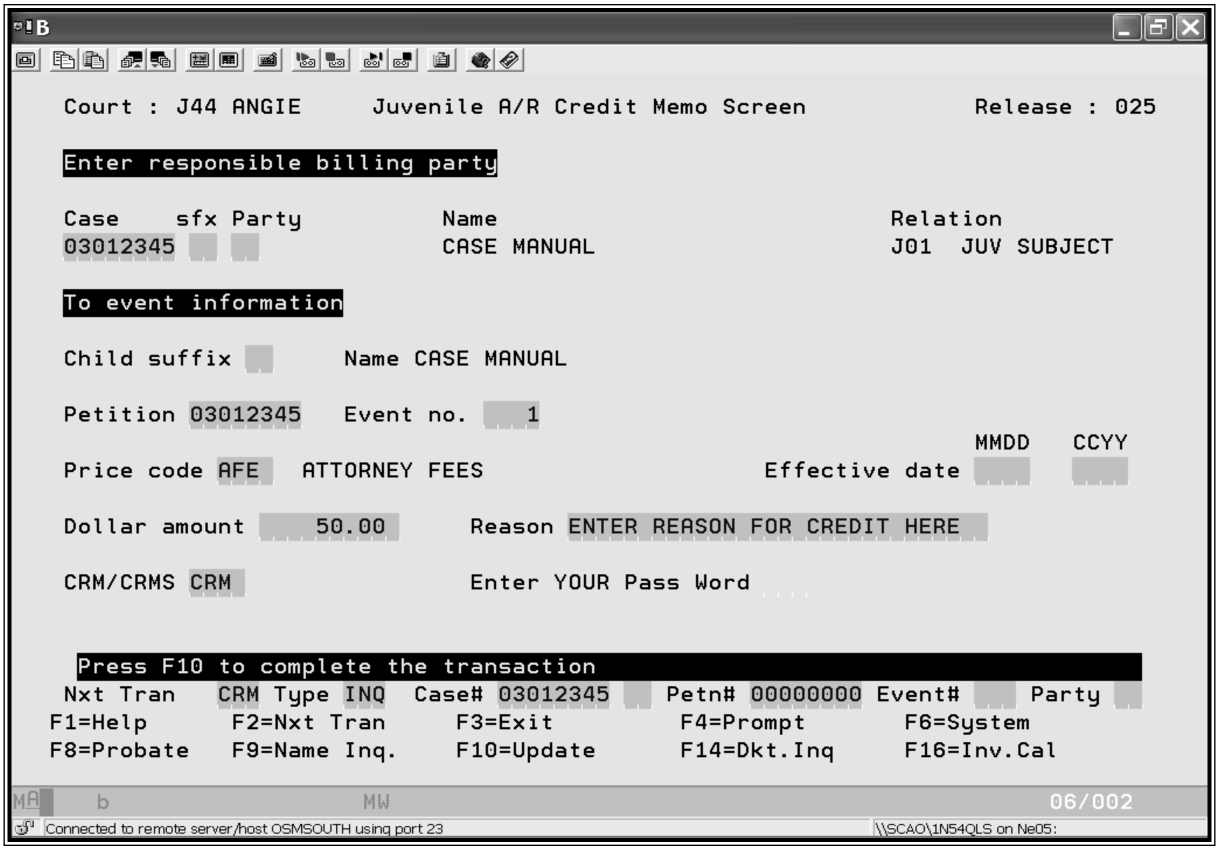


```
Court : J44 ANGIE     Juvenile A/R Credit Memo Screen          Release : 025

Enter responsible billing party

Case    sfx Party
03012345

To event information

Child suffix

Petition 03012345   Event no.    1
                                                          MMDD    CCYY
Price code AFE                                 Effective date

Dollar amount 50.00        Reason ENTER REASON FOR CREDIT HERE

CRM/CRMS CRM                  Enter YOUR Pass Word


 Nxt Tran   CRM Type INQ  Case# 03012345    Petn# 00000000 Event#     Party
F1=Help       F2=Nxt Tran     F3=Exit         F4=Prompt       F6=System
F8=Probate    F9=Name Inq.                    F14=Dkt.Inq     F16=Inv.Cal
```

The system has entered all information that it can from the financial order. You will need to enter the following:

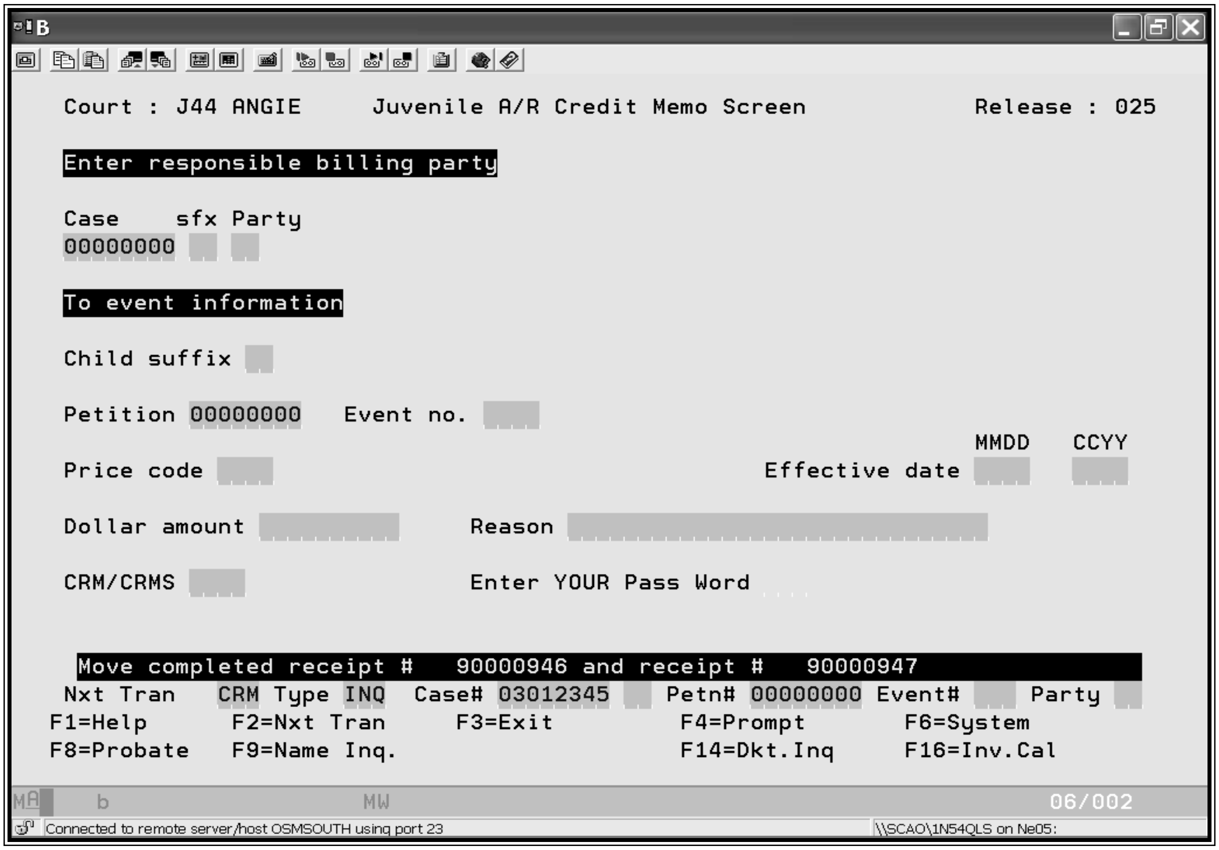
a. Effective date if there is one.
b. Dollar amount to be credited.
c. Reason for the credit.
d. If the credit is a regular credit - CRM or a credit for community service - CRMS.
e. Your financial password.

After all information is entered, press <Enter> and the system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Credit Memo Screen          Release : 025

Enter responsible billing party

Case    sfx Party           Name                            Relation
03012345                    CASE MANUAL                     J01  JUV SUBJECT

To event information

Child suffix      Name CASE MANUAL

Petition 03012345   Event no.    1
                                                            MMDD    CCYY
Price code AFE   ATTORNEY FEES                 Effective date

Dollar amount     50.00      Reason ENTER REASON FOR CREDIT HERE

CRM/CRMS CRM                 Enter YOUR Pass Word


 Press F10 to complete the transaction
Nxt Tran    CRM Type INQ  Case# 03012345    Petn# 00000000 Event#     Party
F1=Help      F2=Nxt Tran     F3=Exit         F4=Prompt       F6=System
F8=Probate   F9=Name Inq.    F10=Update      F14=Dkt.Inq     F16=Inv.Cal

MA     b                 MW                                          06/002
Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:
```

The system has evaluated the requested credit and is displaying the message “Press <F10> to complete the transaction”. Press <F10> to complete the credit. The system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Credit Memo Screen          Release : 025

Enter responsible billing party

Case    sfx Party
00000000

To event information

Child suffix

Petition 00000000   Event no.
                                                                MMDD   CCYY
Price code                                       Effective date

Dollar amount              Reason

CRM/CRMS                   Enter YOUR Pass Word


 Move completed receipt #   90000946 and receipt #   90000947
Nxt Tran   CRM Type INQ  Case# 03012345   Petn# 00000000 Event#    Party
F1=Help      F2=Nxt Tran     F3=Exit         F4=Prompt       F6=System
F8=Probate   F9=Name Inq.                    F14=Dkt.Inq     F16=Inv.Cal
```

MA b MW 06/002
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

The credit has been processed and is printing a credit receipt.

Creating an Adjustment

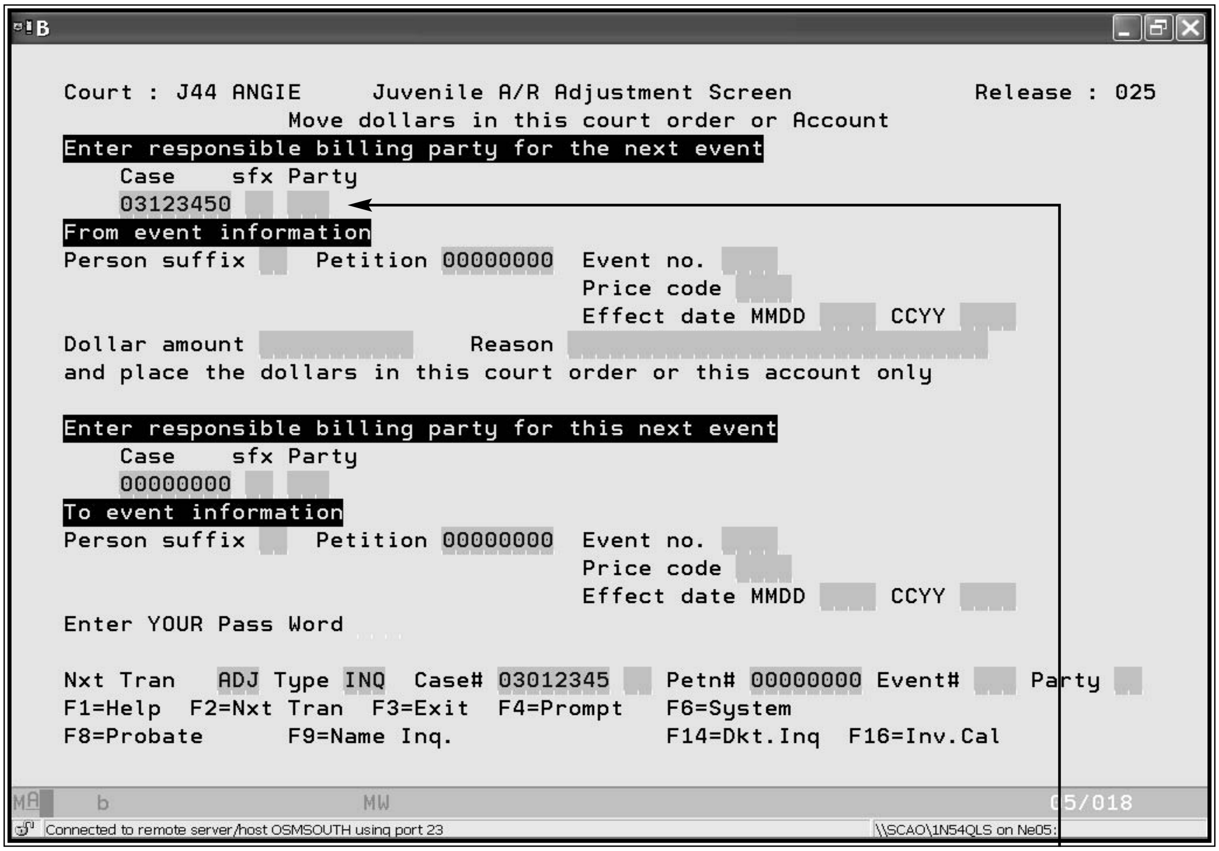
From the Next Tran Line, enter the following information.

```
NXT TRAN     ADJ   TYPE INQ    CASE NBR   00000000 __  PET 00000000 EVT ____   PTY __
```

You will need to know the following information before completing this process:

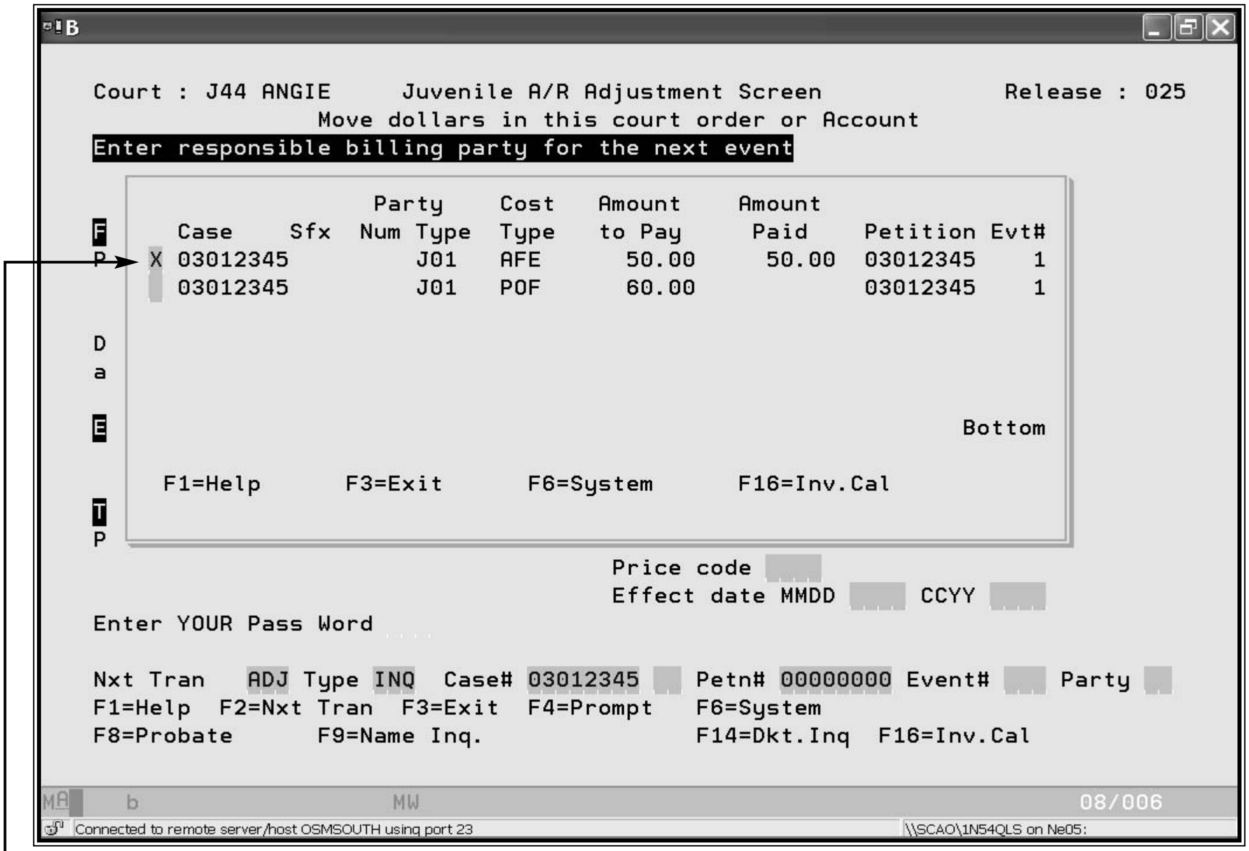
a. Case Number and suffix number that the financial order was applied.
b. The amount of the adjustment.
c. The effective date, if there is one, of the price file being adjusted from and to.

Press <Enter> and the system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen           Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party
    03123450
From event information
Person suffix     Petition 00000000  Event no.
                                     Price code
                                     Effect date MMDD      CCYY
Dollar amount              Reason
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
    Case    sfx Party
    00000000
To event information
Person suffix     Petition 00000000  Event no.
                                     Price code
                                     Effect date MMDD      CCYY
Enter YOUR Pass Word

Nxt Tran   ADJ Type INQ  Case# 03012345    Petn# 00000000 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.               F14=Dkt.Inq  F16=Inv.Cal

MA    b               MW                                            5/018
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

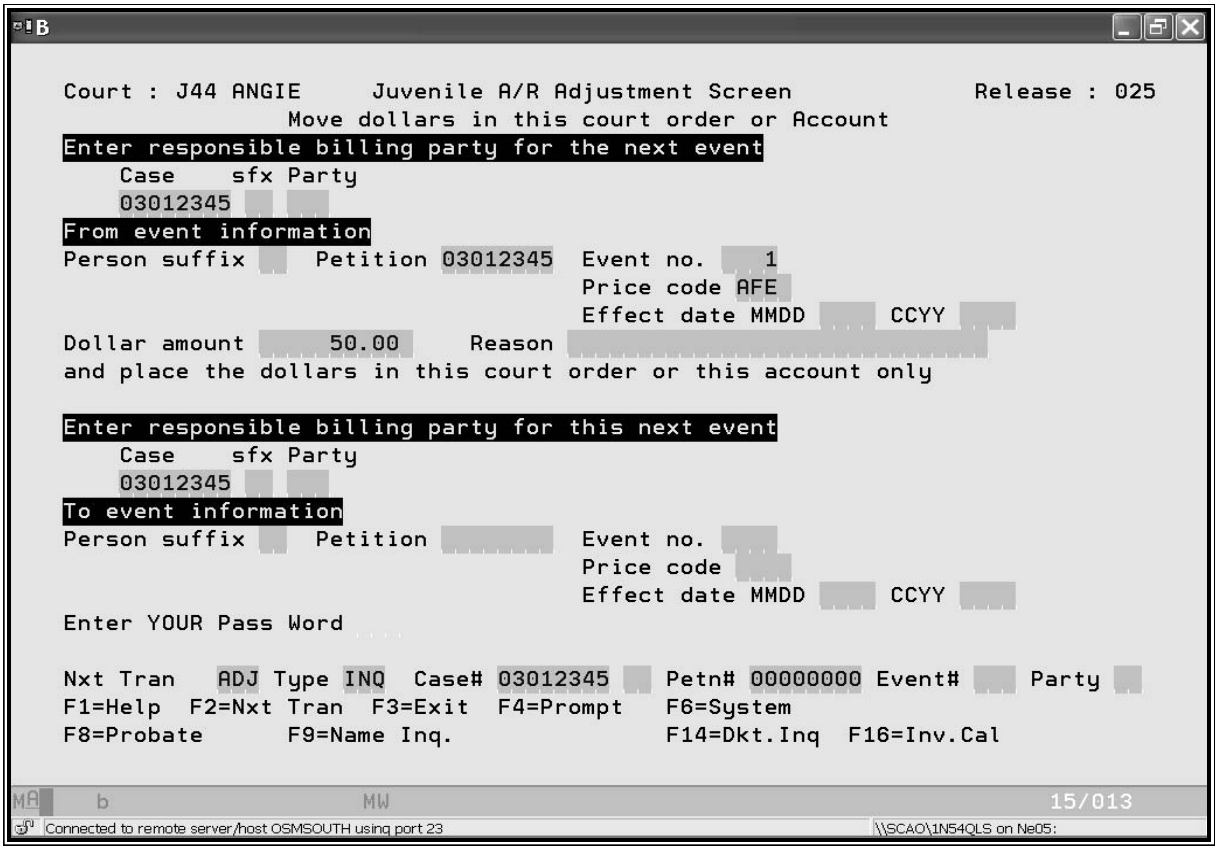
Enter the case number and suffix number as shown in the above screen and then prompt <F4> on the party field. The system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen          Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event

                           Party    Cost    Amount     Amount
F     Case     Sfx   Num Type   Type    to Pay      Paid     Petition Evt#
P   X 03012345            J01   AFE       50.00     50.00   03012345    1
      03012345            J01   POF       60.00             03012345    1

D
a

E                                                              Bottom

     F1=Help      F3=Exit      F6=System      F16=Inv.Cal

T
P
                                             Price code
                                             Effect date MMDD      CCYY
Enter YOUR Pass Word

Nxt Tran   ADJ Type INQ  Case# 03012345    Petn# 00000000 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.               F14=Dkt.Inq  F16=Inv.Cal
```

MA
b
MW
08/006
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

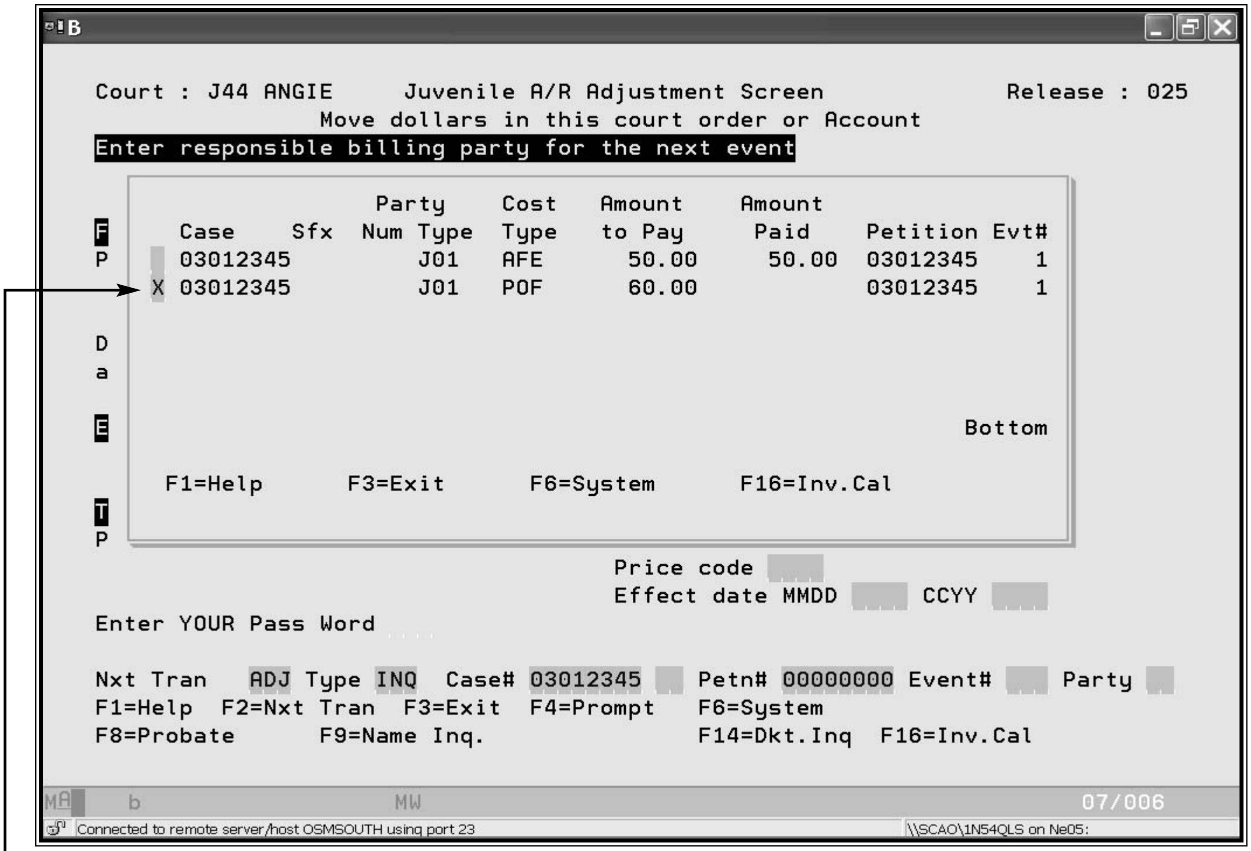
Enter an “X” to the left of the financial order that you to adjust from and press <Enter>. The system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen           Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party
    03012345
From event information
Person suffix     Petition 03012345  Event no.     1
                                     Price code AFE
                                     Effect date MMDD      CCYY
Dollar amount       50.00    Reason
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
    Case    sfx Party
    03012345
To event information
Person suffix     Petition           Event no.
                                     Price code
                                     Effect date MMDD      CCYY
Enter YOUR Pass Word

Nxt Tran   ADJ Type INQ  Case# 03012345    Petn# 00000000 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.               F14=Dkt.Inq  F16=Inv.Cal

MA    b                 MW                                     15/013
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

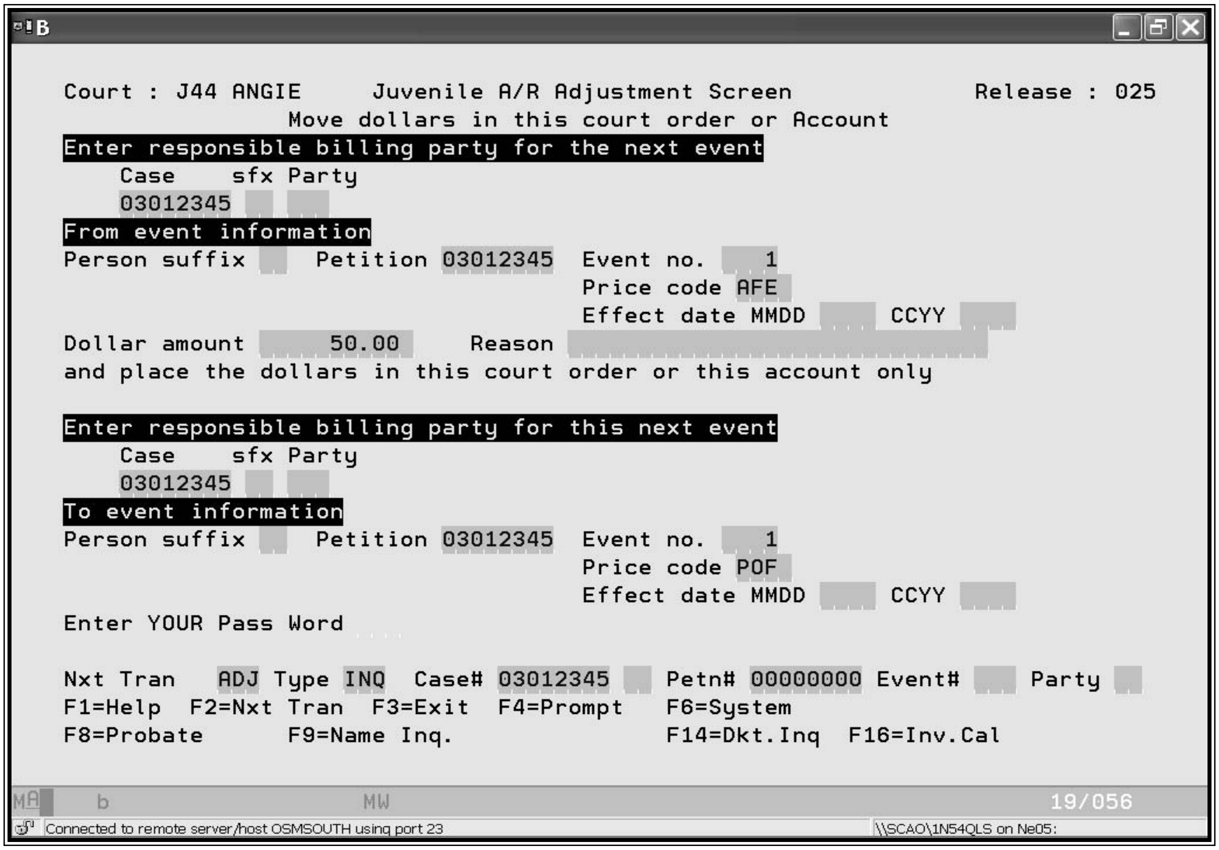
The system has entered all information that it can from the financial order. You need to enter the following:

a. Effective date if there is one.
b. Dollar amount to be adjusted.
c. Reason
d. Case number and suffix number where the amount is to be adjusted to.
e. Prompt <F4> on the party number field and the system will display the following screen.



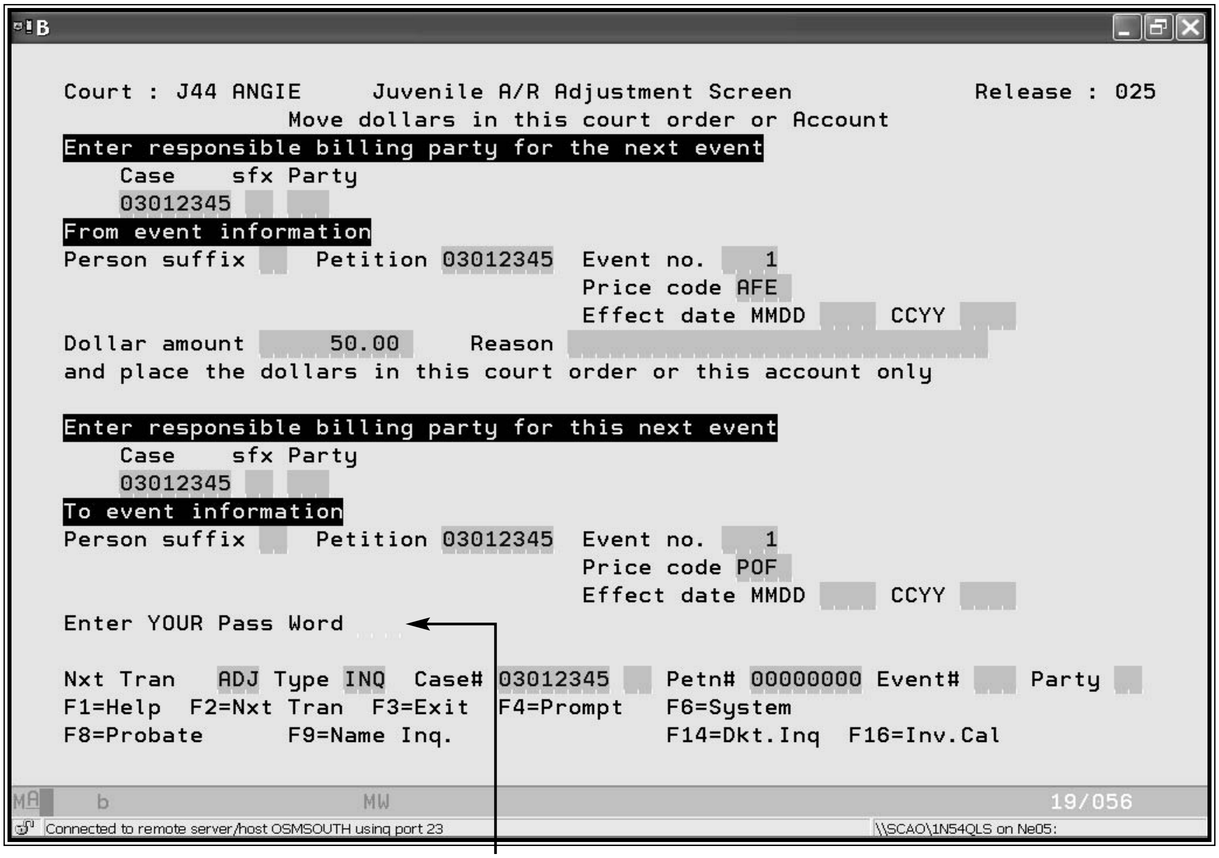
```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen          Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event

                      Party    Cost   Amount     Amount
F     Case     Sfx   Num Type  Type   to Pay      Paid    Petition Evt#
P     03012345           J01   AFE     50.00      50.00   03012345    1
    X 03012345           J01   POF     60.00              03012345    1

D
a

E                                                              Bottom

     F1=Help      F3=Exit      F6=System      F16=Inv.Cal

T
P
                                   Price code
                                   Effect date MMDD      CCYY
Enter YOUR Pass Word

Nxt Tran   ADJ Type INQ  Case# 03012345    Petn# 00000000 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate     F9=Name Inq.                F14=Dkt.Inq  F16=Inv.Cal
MA     b                   MW                                    07/006
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

Enter an “X” next to the financial order that you are adjusting to and press <Enter>. The system will display the following screen.



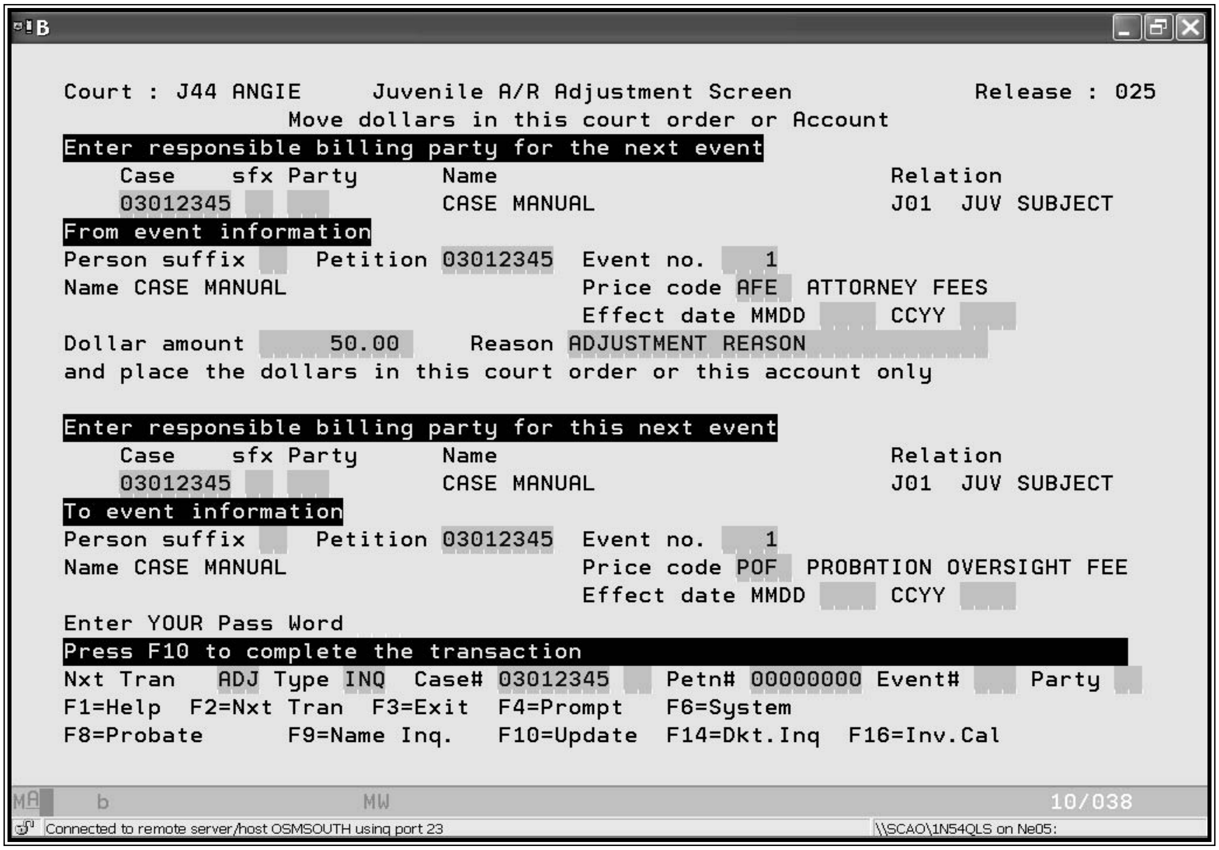
```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen           Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party
    03012345
From event information
Person suffix     Petition 03012345  Event no.     1
                                     Price code AFE
                                     Effect date MMDD      CCYY
Dollar amount        50.00    Reason
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
    Case    sfx Party
    03012345
To event information
Person suffix     Petition 03012345  Event no.     1
                                     Price code POF
                                     Effect date MMDD      CCYY
Enter YOUR Pass Word

Nxt Tran   ADJ Type INQ  Case# 03012345    Petn# 00000000 Event#      Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.               F14=Dkt.Inq  F16=Inv.Cal
```

The system has entered all information that it can from this financial order. Enter the effective date if there is one and your financial password. Press <Enter>. The system will display the following screen.



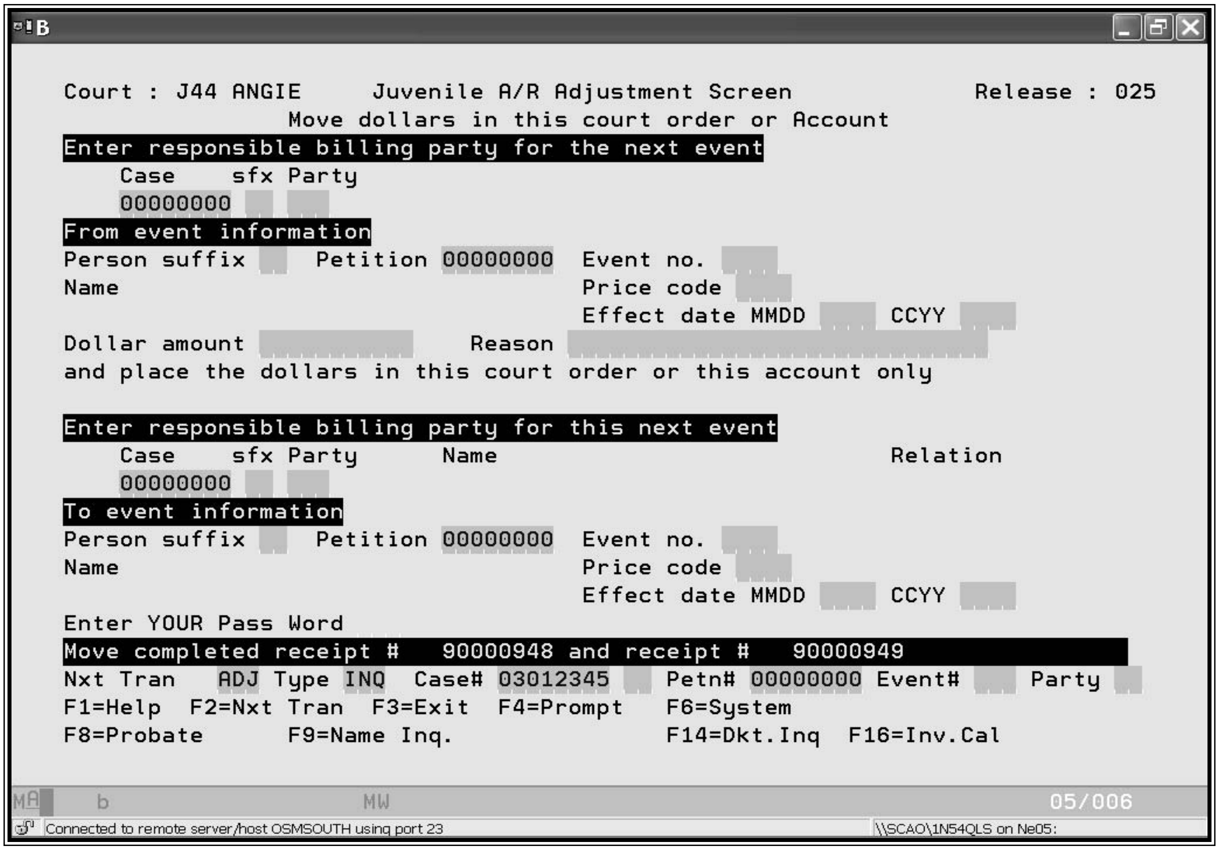
```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen           Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party
    03012345
From event information
Person suffix     Petition 03012345  Event no.    1
                                     Price code AFE
                                     Effect date MMDD      CCYY
Dollar amount       50.00     Reason
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
    Case    sfx Party
    03012345
To event information
Person suffix     Petition 03012345  Event no.    1
                                     Price code POF
                                     Effect date MMDD      CCYY
Enter YOUR Pass Word

Nxt Tran   ADJ Type INQ  Case# 03012345    Petn# 00000000 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.               F14=Dkt.Inq  F16=Inv.Cal
```

The system has entered all information that it can from this financial order. Enter the effective date if there is one and your financial password. Press <Enter>. The system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen            Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party      Name                             Relation
    03012345               CASE MANUAL                      J01  JUV SUBJECT
From event information
Person suffix      Petition 03012345  Event no.    1
Name CASE MANUAL                      Price code AFE  ATTORNEY FEES
                                      Effect date MMDD      CCYY
Dollar amount       50.00     Reason ADJUSTMENT REASON
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
    Case    sfx Party      Name                             Relation
    03012345               CASE MANUAL                      J01  JUV SUBJECT
To event information
Person suffix      Petition 03012345  Event no.    1
Name CASE MANUAL                      Price code POF  PROBATION OVERSIGHT FEE
                                      Effect date MMDD      CCYY
Enter YOUR Pass Word
Press F10 to complete the transaction
Nxt Tran   ADJ Type INQ  Case# 03012345    Petn# 00000000 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.   F10=Update  F14=Dkt.Inq  F16=Inv.Cal
```

The system has verified the financial orders and is now displaying a message “Press F10 to complete this transaction”. If everything is ok, press <F10> to complete and the system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen            Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party
    00000000
From event information
Person suffix      Petition 00000000  Event no.
Name                                  Price code
                                      Effect date MMDD      CCYY
Dollar amount               Reason
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
    Case    sfx Party      Name                             Relation
    00000000
To event information
Person suffix      Petition 00000000  Event no.
Name                                  Price code
                                      Effect date MMDD      CCYY
Enter YOUR Pass Word
Move completed receipt #   90000948 and receipt #   90000949
Nxt Tran   ADJ Type INQ  Case# 03012345    Petn# 00000000 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.               F14=Dkt.Inq  F16=Inv.Cal
```

The adjustment is complete.

Order for Reimbursement

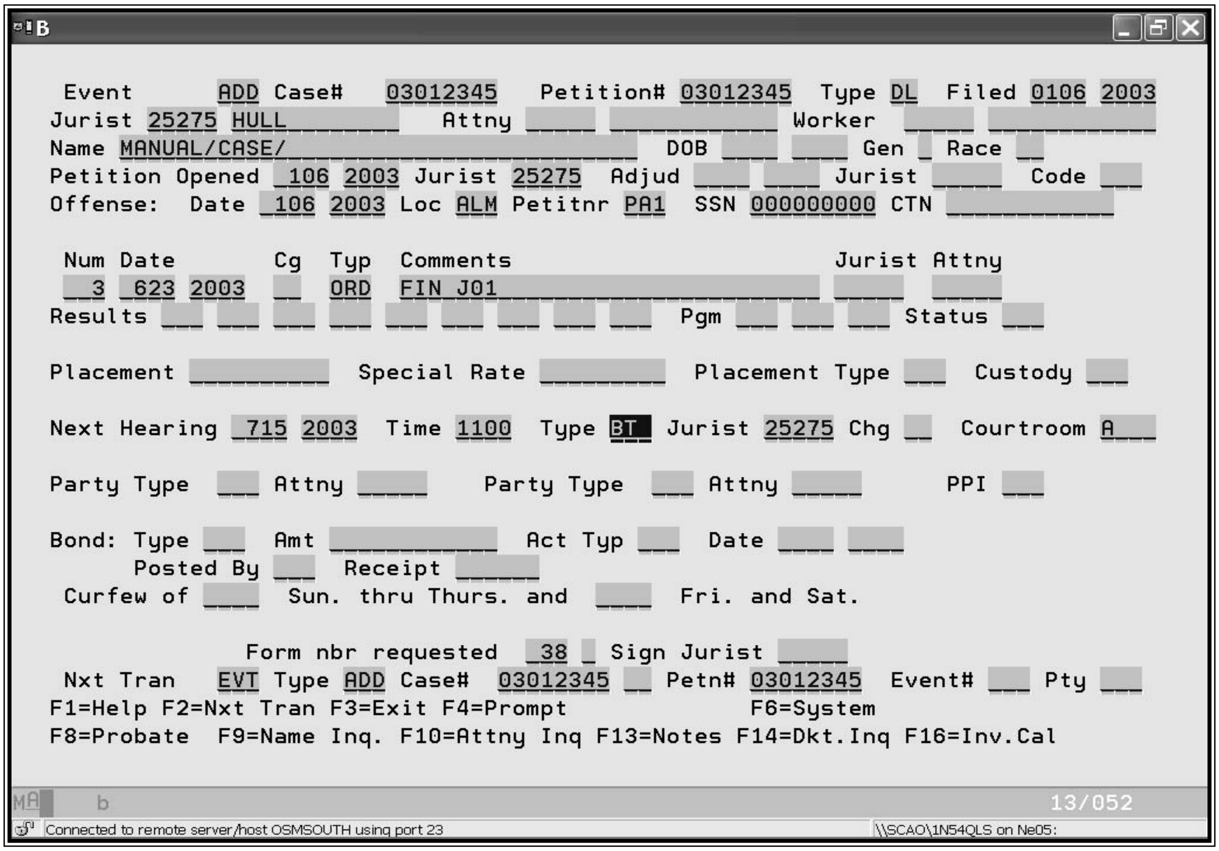
From the Next Tran Line, enter the following information.

```
NXT TRAN     EVT   TYPE ADD    CASE NBR   03012345 __  PET 00000000 EVT ____   PTY __
```

You will need to know the following information before completing this process:

a. Case Number and suffix number that the financial order was applied.
b. Petition Number.

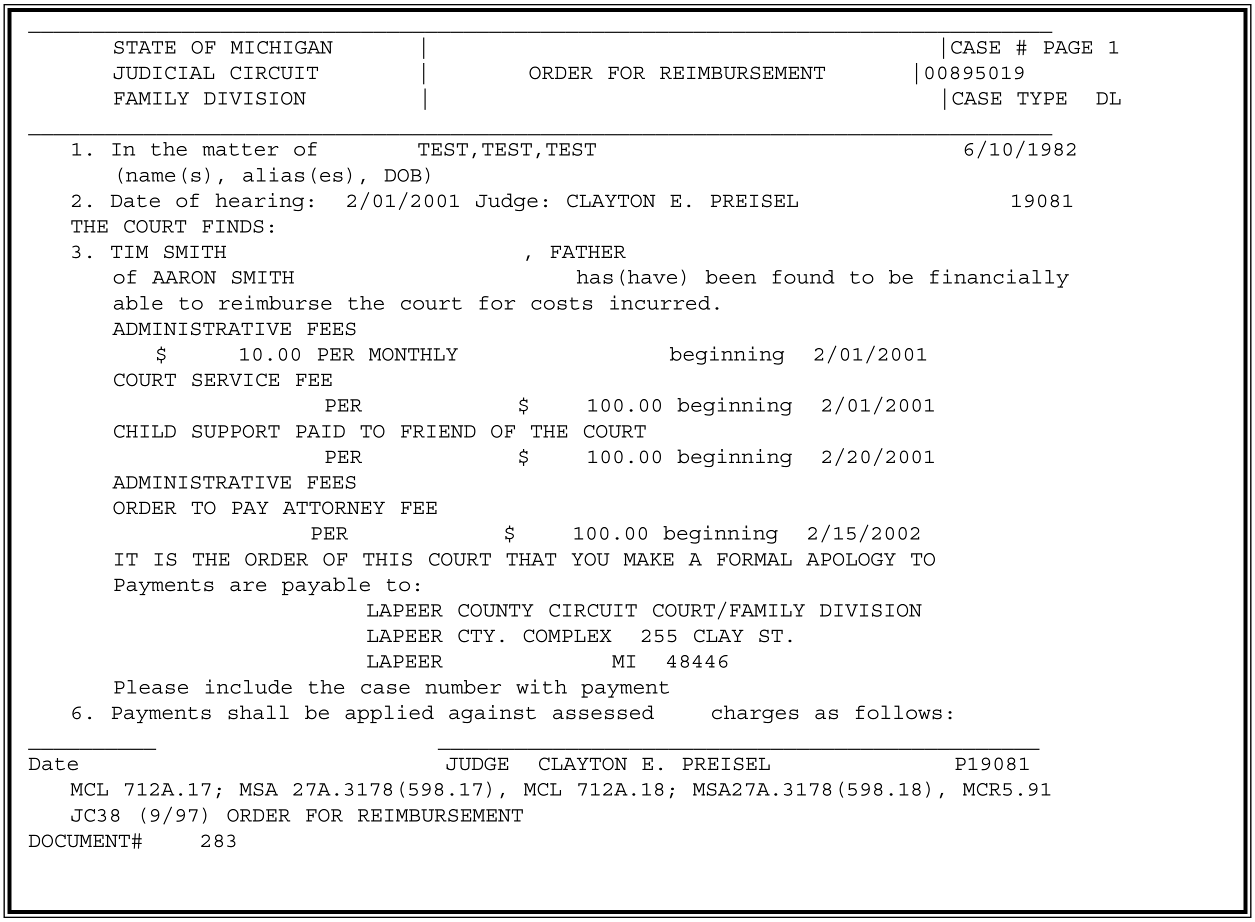
Press <Enter> and the system will display the following screen.



```
  Event      ADD Case#   03012345   Petition# 03012345  Type DL  Filed 0106 2003
 Jurist 25275 HULL________    Attny _____ ____________ Worker _____ ____________
 Name MANUAL/CASE/___________________________  DOB ____ ____ Gen _ Race __
 Petition Opened  106 2003 Jurist 25275  Adjud ____ ____ Jurist _____  Code ___
 Offense:  Date  106 2003 Loc ALM Petitnr PA1  SSN 000000000 CTN ____________

  Num Date       Cg  Typ  Comments                     Jurist Attny
    3  623 2003  __  ORD  FIN J01_____________________ _____  _____
 Results ___ ___ ___ ___ ___ ___ ___ ___ ___   Pgm ___ ___ ___ Status ___

 Placement __________  Special Rate _________  Placement Type ___  Custody ___

 Next Hearing  715 2003  Time 1100  Type BT_ Jurist 25275 Chg __  Courtroom A___

 Party Type  ___ Attny _____    Party Type  ___ Attny _____      PPI ___

 Bond: Type ___  Amt ____________  Act Typ ___  Date ____ ____
       Posted By ___  Receipt ______
  Curfew of ____  Sun. thru Thurs. and  ____  Fri. and Sat.

             Form nbr requested   38 _ Sign Jurist _____
  Nxt Tran   EVT Type ADD Case#  03012345 __ Petn# 03012345  Event# ___ Pty ___
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt            F6=System
 F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MA   b                                                                13/052
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

Enter the following fields: Date, event type, the party type must be entered in the comment field ie: F01, M01, J01, etc., next hearing information and the form number requested.
Press <Enter> once all information has been entered. The system will return the order screen for you.

NOTE: You must enter FIN plus the party type in the comment field to include financial information.



```
_____________________________________________________________________________
      STATE OF MICHIGAN      |                                     |CASE # PAGE 1
      JUDICIAL CIRCUIT       |        ORDER FOR REIMBURSEMENT     |00895019
      FAMILY DIVISION        |                                     |CASE TYPE  DL
_____________________________________________________________________________
   1. In the matter of       TEST,TEST,TEST                          6/10/1982
      (name(s), alias(es), DOB)
   2. Date of hearing:  2/01/2001 Judge: CLAYTON E. PREISEL              19081
   THE COURT FINDS:
   3. TIM SMITH                      , FATHER
      of AARON SMITH                     has(have) been found to be financially
      able to reimburse the court for costs incurred.
      ADMINISTRATIVE FEES
         $      10.00 PER MONTHLY                beginning  2/01/2001
      COURT SERVICE FEE
                     PER            $     100.00 beginning  2/01/2001
      CHILD SUPPORT PAID TO FRIEND OF THE COURT
                     PER            $     100.00 beginning  2/20/2001
      ADMINISTRATIVE FEES
      ORDER TO PAY ATTORNEY FEE
                    PER            $     100.00 beginning  2/15/2002
      IT IS THE ORDER OF THIS COURT THAT YOU MAKE A FORMAL APOLOGY TO
      Payments are payable to:
                         LAPEER COUNTY CIRCUIT COURT/FAMILY DIVISION
                         LAPEER CTY. COMPLEX  255 CLAY ST.
                         LAPEER            MI  48446
      Please include the case number with payment
   6. Payments shall be applied against assessed    charges as follows:
_________                      _____________________________________________
Date                           JUDGE  CLAYTON E. PREISEL             P19081
   MCL 712A.17; MSA 27A.3178(598.17), MCL 712A.18; MSA27A.3178(598.18), MCR5.91
   JC38 (9/97) ORDER FOR REIMBURSEMENT
DOCUMENT#    283
```

The system has entered all information it can gather from this event. The remaining must be entered by the person generating this order. Be sure to read through the entire order and enter information completely. Press <Enter> once all data entry is complete and the system will print the order.

Order to Show Cause

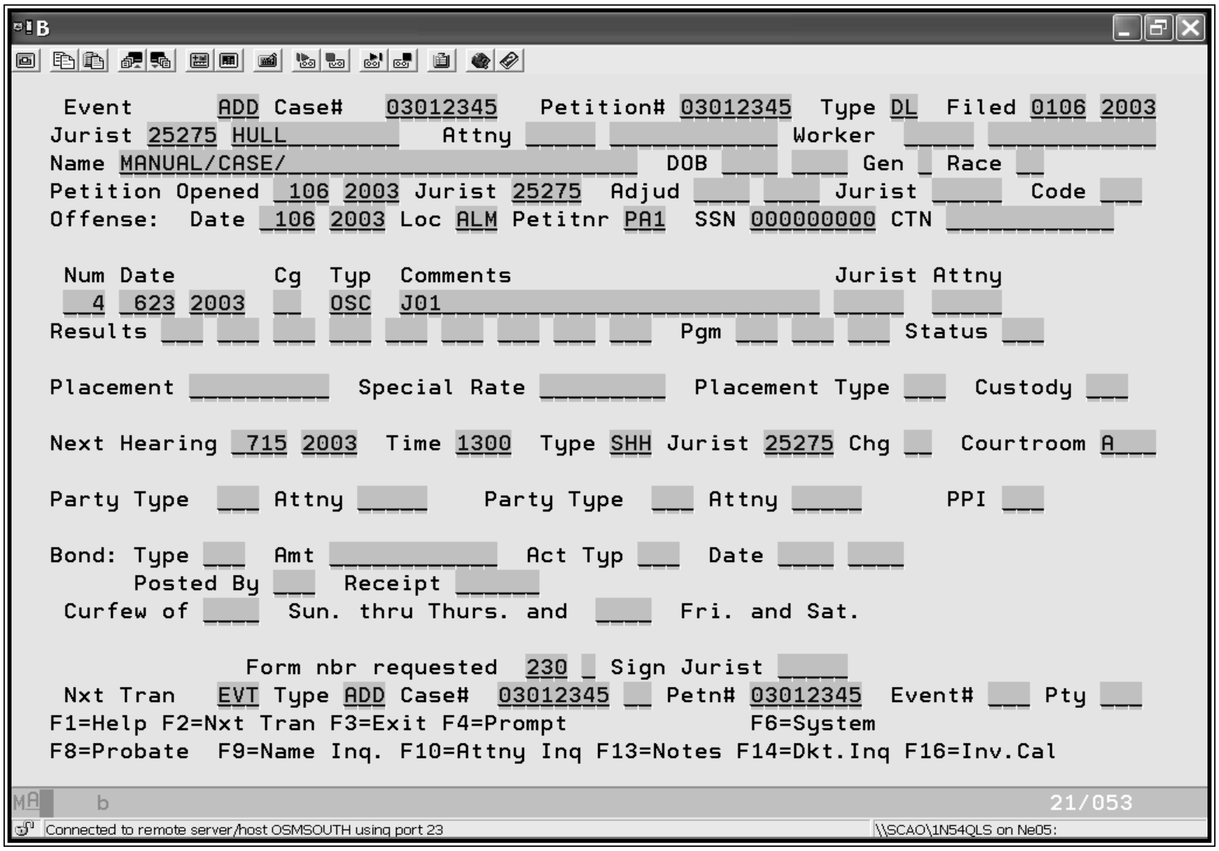
From the Next Tran Line, enter the following information.

```
NXT TRAN     EVT   TYPE ADD    CASE NBR   03012345 __  PET 03012345 EVT ____   PTY __
```

You will need to know the following information before completing this process:

a. Case Number and suffix number that the financial order was applied.
b. Petition Number.

Press <Enter> and the system will display the following screen.

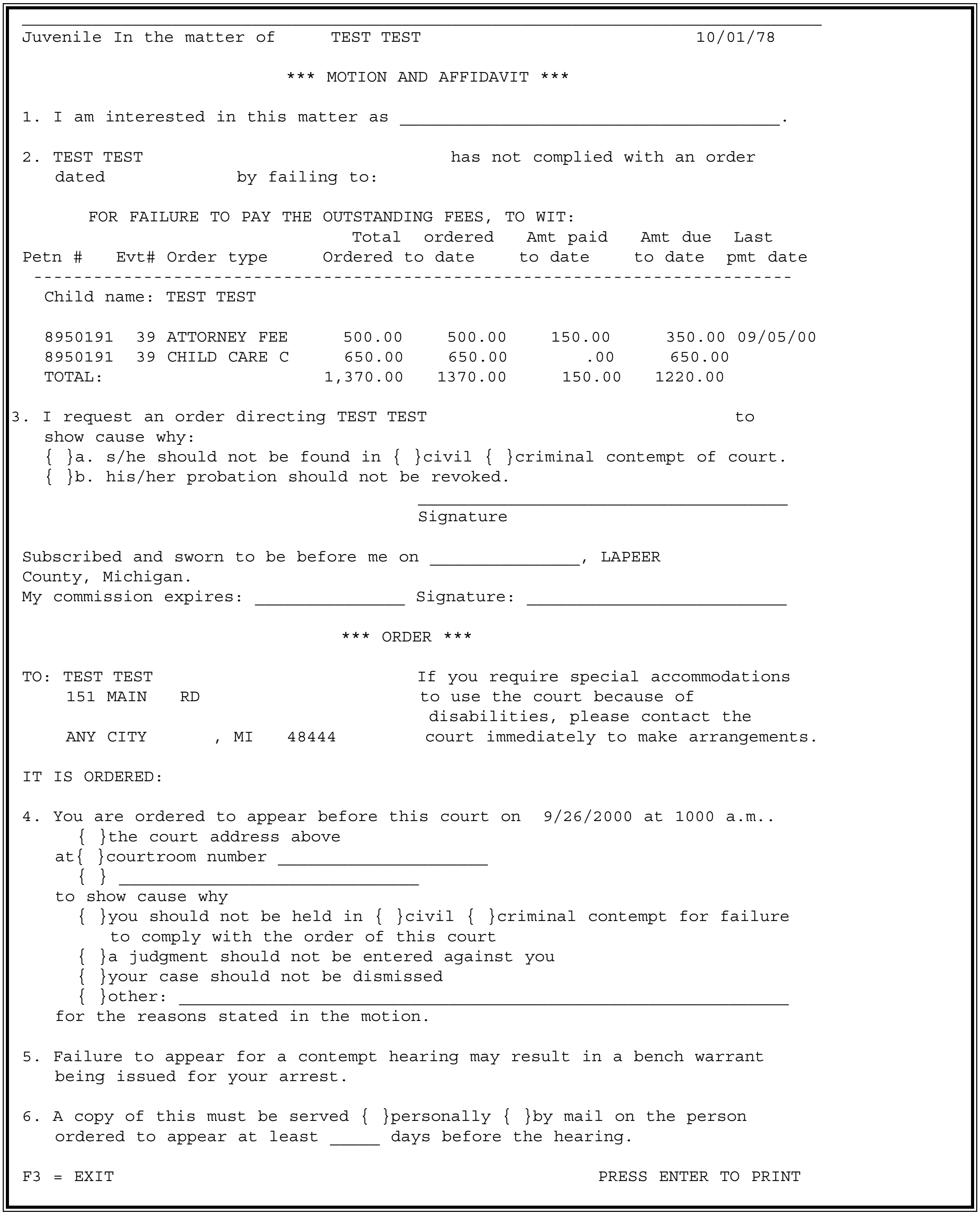


```
  Event      ADD Case#   03012345   Petition# 03012345  Type DL  Filed 0106 2003
 Jurist 25275 HULL________    Attny _____ ____________ Worker _____ ____________
 Name MANUAL/CASE/_________________________  DOB ____ ____ Gen _ Race __
 Petition Opened  106 2003 Jurist 25275  Adjud ____ ____ Jurist _____  Code ___
 Offense:  Date  106 2003 Loc ALM Petitnr PA1  SSN 000000000 CTN ____________

  Num Date       Cg  Typ  Comments                       Jurist Attny
  __4  623 2003  __  OSC  J01___________________________ _____  _____
 Results ___ ___ ___ ___ ___ ___ ___ ___ ___    Pgm ___ ___ ___ Status ___

 Placement __________  Special Rate _________  Placement Type ___  Custody ___

 Next Hearing  715 2003  Time 1300  Type SHH Jurist 25275 Chg __  Courtroom A___

 Party Type  ___ Attny _____    Party Type  ___ Attny _____      PPI ___

 Bond: Type ___  Amt ____________  Act Typ ___  Date ____ ____
       Posted By ___  Receipt ______
  Curfew of ____  Sun. thru Thurs. and  ____  Fri. and Sat.

              Form nbr requested  230 _ Sign Jurist _____
  Nxt Tran   EVT Type ADD Case#  03012345 __  Petn# 03012345  Event# ___  Pty ___
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt            F6=System
 F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal
 MA    b                                                        21/053
```

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Enter the following fields: Date, event type, the party type must be entered in the comment field ie: F01, M01, J01, etc., next hearing information and the form number requested.
Press <Enter> once all information has been entered. The system will return the order screen for you.

NOTE: You must enter FIN plus the party type in the comment field to include financial information.



```
______________________________________________________________________________
Juvenile In the matter of     TEST TEST                           10/01/78

                          *** MOTION AND AFFIDAVIT ***

1. I am interested in this matter as _____________________________________.

2. TEST TEST                              has not complied with an order
   dated            by failing to:

      FOR FAILURE TO PAY THE OUTSTANDING FEES, TO WIT:
                                    Total  ordered   Amt paid   Amt due  Last
Petn #   Evt# Order type       Ordered to date    to date    to date  pmt date
 -------------------------------------------------------------------------
  Child name: TEST TEST

  8950191  39 ATTORNEY FEE      500.00    500.00    150.00     350.00 09/05/00
  8950191  39 CHILD CARE C      650.00    650.00       .00     650.00
  TOTAL:                      1,370.00   1370.00    150.00    1220.00

3. I request an order directing TEST TEST                              to
   show cause why:
   { }a. s/he should not be found in { }civil { }criminal contempt of court.
   { }b. his/her probation should not be revoked.
                                         ____________________________________
                                         Signature

Subscribed and sworn to be before me on _______________, LAPEER
County, Michigan.
My commission expires: _______________ Signature: __________________________

                               *** ORDER ***

TO: TEST TEST                          If you require special accommodations
    151 MAIN   RD                      to use the court because of
                                        disabilities, please contact the
    ANY CITY      , MI   48444          court immediately to make arrangements.

IT IS ORDERED:

4. You are ordered to appear before this court on  9/26/2000 at 1000 a.m..
     { }the court address above
   at{ }courtroom number _____________________
     { } ______________________________
   to show cause why
     { }you should not be held in { }civil { }criminal contempt for failure
        to comply with the order of this court
     { }a judgment should not be entered against you
     { }your case should not be dismissed
     { }other: ____________________________________________________________
   for the reasons stated in the motion.

5. Failure to appear for a contempt hearing may result in a bench warrant
   being issued for your arrest.

6. A copy of this must be served { }personally { }by mail on the person
   ordered to appear at least _____ days before the hearing.

F3 = EXIT                                               PRESS ENTER TO PRINT
```

The system has entered all information it can gather from this event. The remaining must be entered by the person generating this order. Be sure to read through the entire order and enter information completely. Press <Enter> once all data entry is complete and the system will print the order.

Assignment of Wages

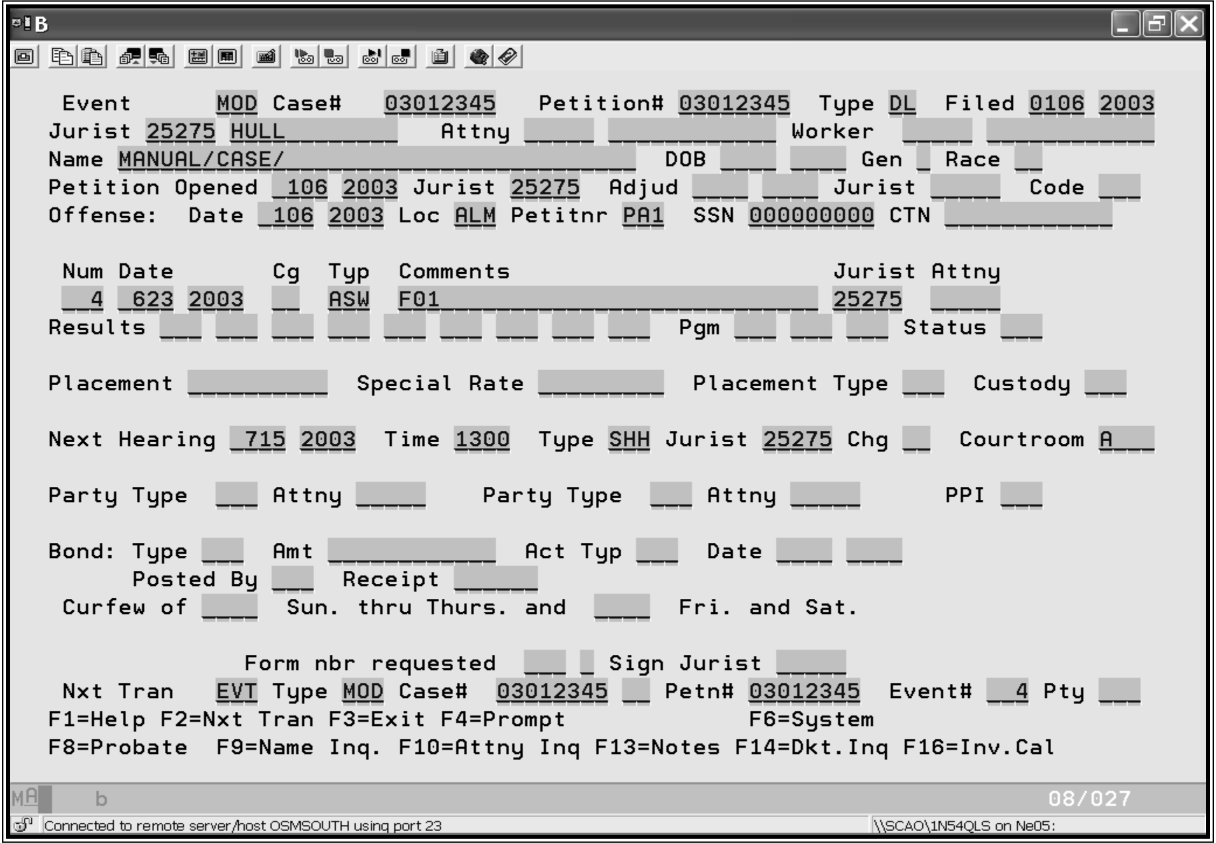
From the Next Tran Line, enter the following information.

```
NXT TRAN     EVT   TYPE ADD    CASE NBR   03012345 __  PET 03012345 EVT ____   PTY __
```

You will need to know the following information before completing this process:

a. Case Number and suffix number that the financial order was applied.
b. Petition Number.

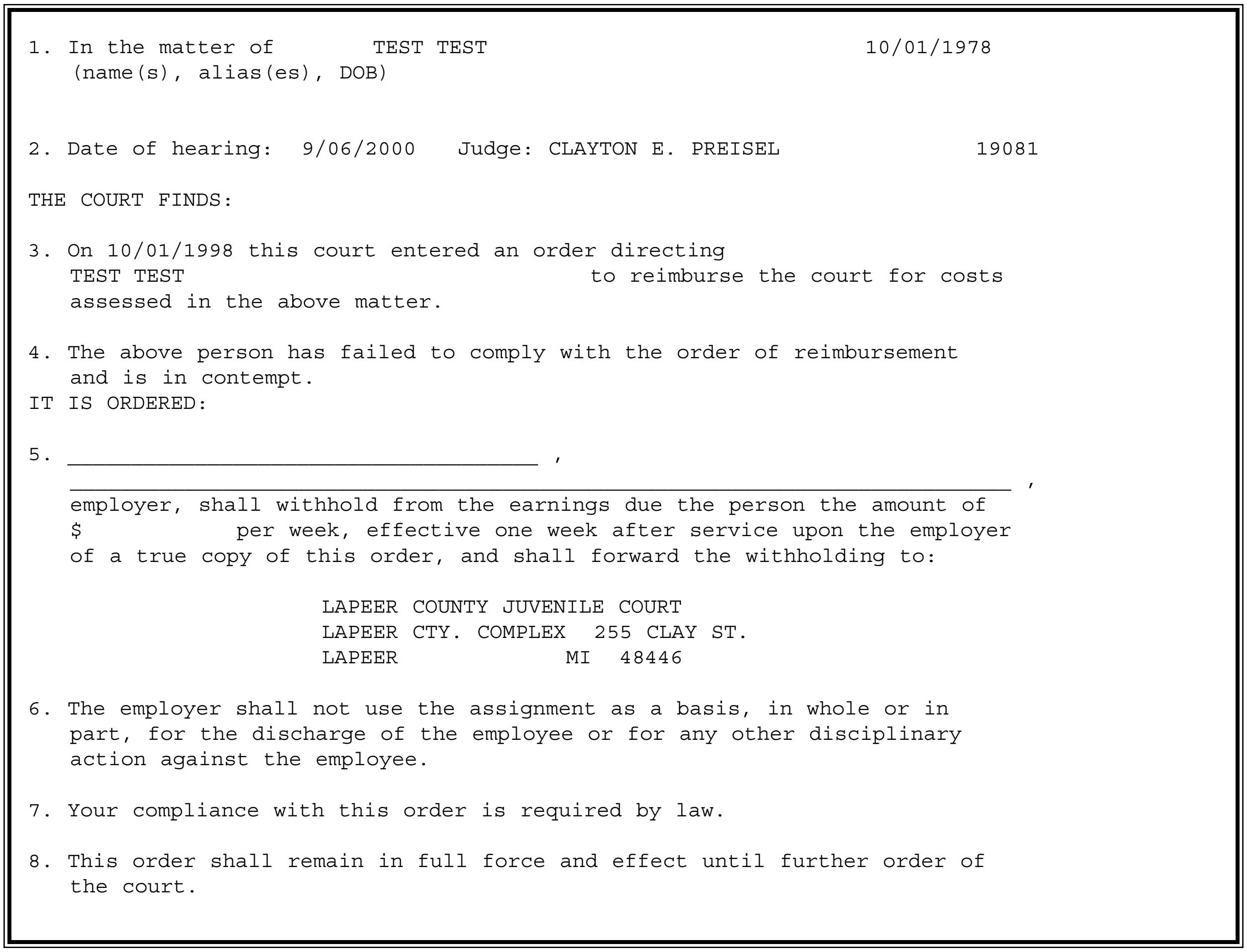
Press <Enter> and the system will display the following screen.



```
 Event      MOD Case#   03012345   Petition# 03012345  Type DL  Filed 0106 2003
Jurist 25275 HULL________    Attny _____ ____________ Worker  _____ ____________
Name MANUAL/CASE/_________________________________  DOB ____ ____ Gen _ Race __
Petition Opened _106 2003 Jurist 25275  Adjud ____ ____ Jurist _____  Code ___
Offense:  Date _106 2003 Loc ALM Petitnr PA1  SSN 000000000 CTN ____________

 Num Date       Cg  Typ  Comments                       Jurist Attny
 __4 _623 2003  __  ASW  F01___________________________ 25275  _____
Results ___ ___ ___ ___ ___ ___ ___ ___ ___  Pgm ___ ___ ___ Status ___

Placement __________  Special Rate _________  Placement Type ___  Custody ___

Next Hearing _715 2003  Time 1300  Type SHH Jurist 25275 Chg __  Courtroom A___

Party Type  ___ Attny _____    Party Type  ___ Attny _____      PPI ___

Bond: Type ___  Amt ____________  Act Typ ___  Date ____ ____
      Posted By ___  Receipt ______
 Curfew of ____  Sun. thru Thurs. and  ____  Fri. and Sat.

             Form nbr requested  ___ _ Sign Jurist _____
 Nxt Tran   EVT Type MOD Case#  03012345 __ Petn# 03012345  Event# __4 Pty ___
F1=Help F2=Nxt Tran F3=Exit F4=Prompt            F6=System
F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal
MA     b                                                              08/027
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

Enter the following fields: Date, event type, the party type must be entered in the comment field ie: F01, M01, J01, etc., next hearing information and the form number requested.
Press <Enter> once all information has been entered. The system will return the order screen for you.

NOTE: You must enter the party type in the comment field to include financial information.



```
1. In the matter of       TEST TEST                             10/01/1978
   (name(s), alias(es), DOB)


2. Date of hearing:  9/06/2000   Judge: CLAYTON E. PREISEL              19081

THE COURT FINDS:

3. On 10/01/1998 this court entered an order directing
   TEST TEST                              to reimburse the court for costs
   assessed in the above matter.

4. The above person has failed to comply with the order of reimbursement
   and is in contempt.
IT IS ORDERED:

5. ____________________________________ ,
   ________________________________________________________________________ ,
   employer, shall withhold from the earnings due the person the amount of
   $           per week, effective one week after service upon the employer
   of a true copy of this order, and shall forward the withholding to:

                      LAPEER COUNTY JUVENILE COURT
                      LAPEER CTY. COMPLEX  255 CLAY ST.
                      LAPEER             MI  48446

6. The employer shall not use the assignment as a basis, in whole or in
   part, for the discharge of the employee or for any other disciplinary
   action against the employee.

7. Your compliance with this order is required by law.

8. This order shall remain in full force and effect until further order of
   the court.
```

The system has entered all information it can gather from this event. The remaining must be entered by the person generating this order. Be sure to read through the entire order and enter information completely. Press <Enter> once all data entry is complete and the system will print the order.

Order Cancelling Wage Assignment

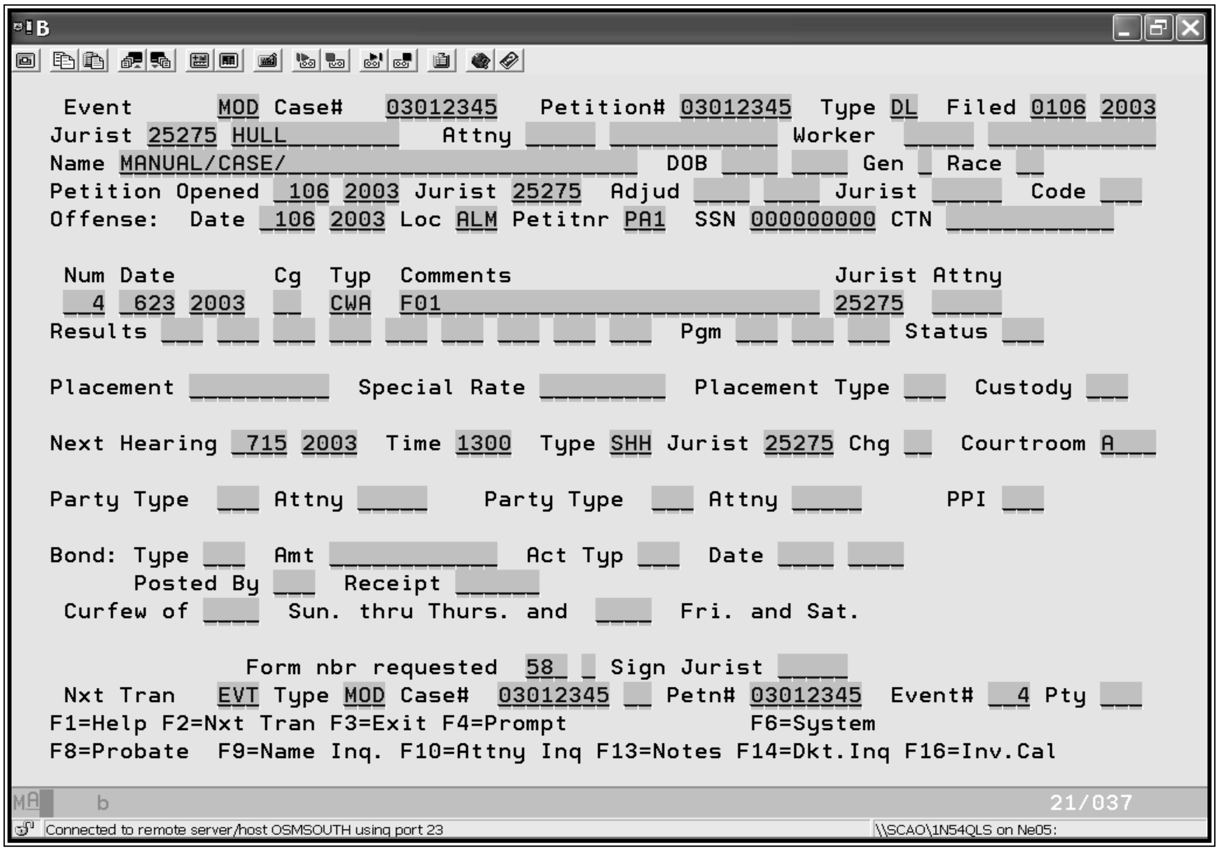
From the Next Tran Line, enter the following information.

```
NXT TRAN    EVT  TYPE ADD   CASE NBR  03012345 __  PET 03012345 EVT ____   PTY __
```

You will need to know the following information before completing this process:

a. Case Number and suffix number that the financial order was applied.
b. Petition Number.

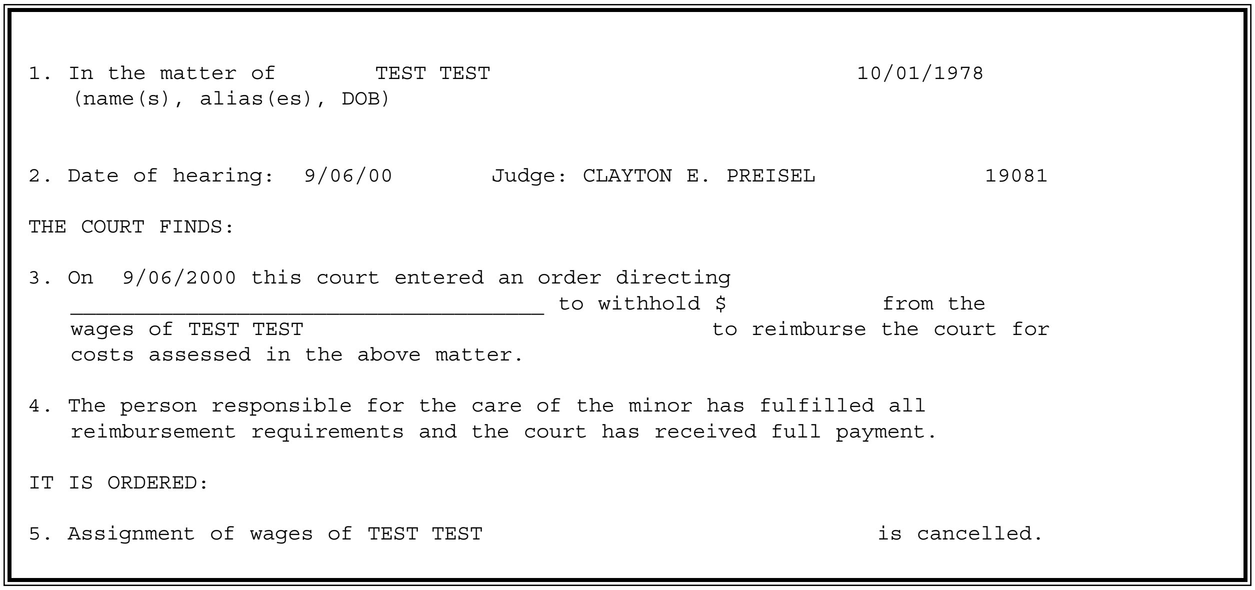
Press <Enter> and the system will display the following screen.



```
 Event      MOD Case#   03012345   Petition# 03012345  Type DL  Filed 0106 2003
Jurist 25275 HULL________    Attny _____ ____________ Worker  _____ ____________
Name MANUAL/CASE/_________________________  DOB ____ ____ Gen _ Race __
Petition Opened _106 2003 Jurist 25275  Adjud ____ ____ Jurist _____  Code ___
Offense:  Date _106 2003 Loc ALM Petitnr PA1  SSN 000000000 CTN ____________

 Num Date       Cg  Typ  Comments                        Jurist Attny
 __4 _623 2003  __  CWA  F01____________________________ 25275  _____
Results ___ ___ ___ ___ ___ ___ ___ ___ ___  Pgm ___ ___ ___ Status ___

Placement __________  Special Rate _________  Placement Type ___  Custody ___

Next Hearing _715 2003  Time 1300  Type SHH Jurist 25275 Chg __  Courtroom A___

Party Type  ___ Attny _____    Party Type  ___ Attny _____      PPI ___

Bond: Type ___  Amt ____________  Act Typ ___  Date ____ ____
      Posted By ___  Receipt ______
 Curfew of ____  Sun. thru Thurs. and  ____  Fri. and Sat.

             Form nbr requested  58_ _ Sign Jurist _____
 Nxt Tran   EVT Type MOD Case#  03012345 __  Petn# 03012345  Event# __4 Pty ___
F1=Help F2=Nxt Tran F3=Exit F4=Prompt           F6=System
F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal
```

Enter the following fields: Date, event type, the party type must be entered in the comment field ie: F01, M01, J01, etc., next hearing information and the form number requested.
Press <Enter> once all information has been entered. The system will return the order screen for you.

NOTE: You must enter the party type in the comment field to include financial information.



```
1. In the matter of       TEST TEST                           10/01/1978
   (name(s), alias(es), DOB)


2. Date of hearing:  9/06/00       Judge: CLAYTON E. PREISEL            19081

THE COURT FINDS:

3. On  9/06/2000 this court entered an order directing
   ____________________________________ to withhold $           from the
   wages of TEST TEST                                 to reimburse the court for
   costs assessed in the above matter.

4. The person responsible for the care of the minor has fulfilled all
   reimbursement requirements and the court has received full payment.

IT IS ORDERED:

5. Assignment of wages of TEST TEST                              is cancelled.
```

The system has entered all information it can gather from this event. The remaining must be entered by the person generating this order. Be sure to read through the entire order and enter information completely. Press <Enter> once all data entry is complete and the system will print the order.

Notice of Intent to Intercept State Income Taxes

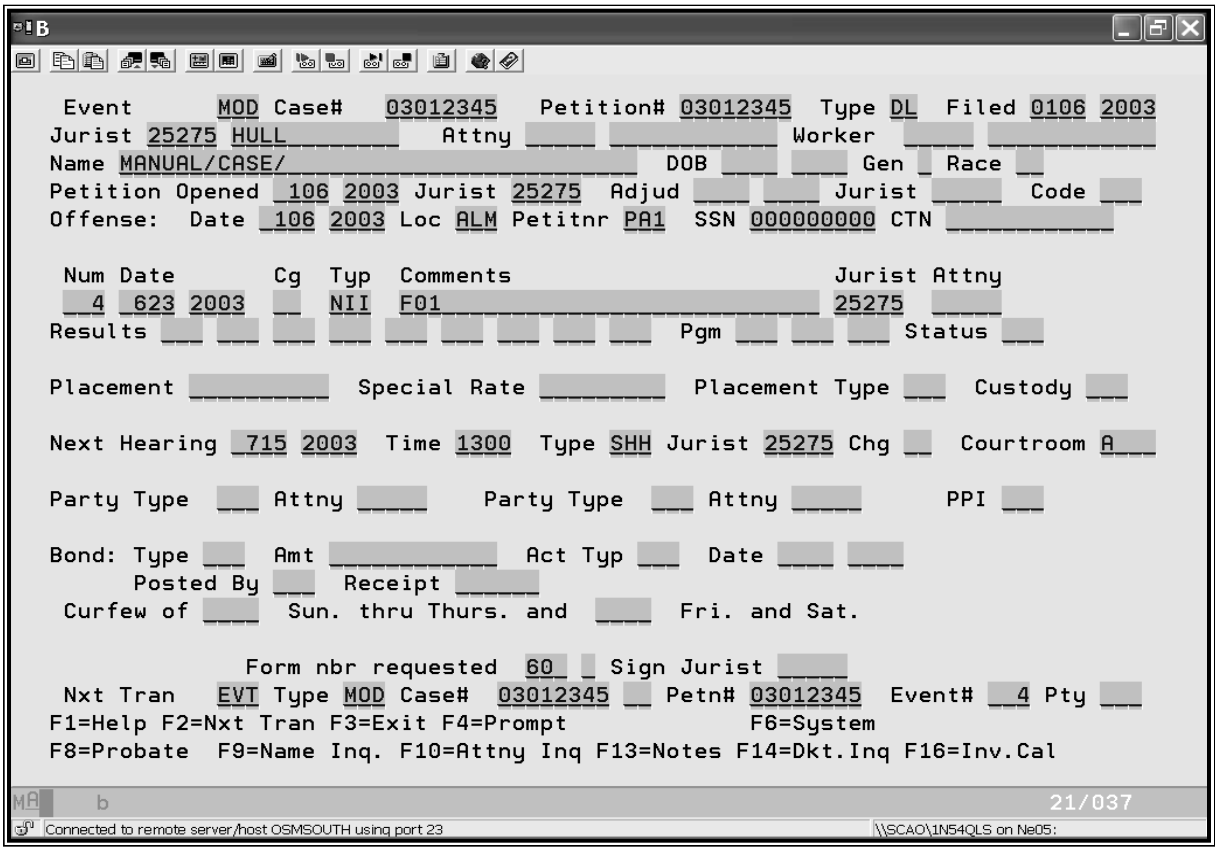
From the Next Tran Line, enter the following information.

```
NXT TRAN    EVT  TYPE ADD   CASE NBR  03012345 __ PET 03012345 EVT ____  PTY __
```

You will need to know the following information before completing this process:

a. Case Number and suffix number that the financial order was applied.
b. Petition Number.

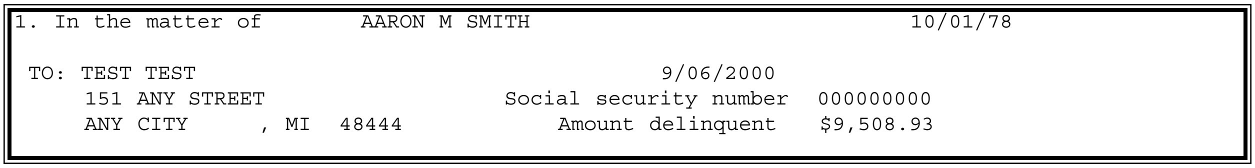
Press <Enter> and the system will display the following screen.



```
 Event      MOD Case#   03012345   Petition# 03012345  Type DL  Filed 0106 2003
Jurist 25275 HULL________    Attny _____ ____________ Worker _____ ____________
Name MANUAL/CASE/_________________________     DOB ____ ____ Gen _ Race __
Petition Opened _106 2003 Jurist 25275  Adjud ____ ____ Jurist _____  Code ___
Offense:  Date _106 2003 Loc ALM Petitnr PA1  SSN 000000000 CTN ____________

 Num Date       Cg  Typ  Comments                        Jurist Attny
 __4 _623 2003  __  NII  F01____________________________ 25275  _____
Results ___ ___ ___ ___ ___ ___ ___ ___ ___  Pgm ___ ___ ___ Status ___

Placement __________  Special Rate _________  Placement Type ___  Custody ___

Next Hearing _715 2003  Time 1300  Type SHH Jurist 25275 Chg __  Courtroom A___

Party Type  ___ Attny _____   Party Type  ___ Attny _____     PPI ___

Bond: Type ___  Amt ____________  Act Typ ___  Date ____ ____
      Posted By ___  Receipt ______
 Curfew of ____  Sun. thru Thurs. and  ____  Fri. and Sat.

             Form nbr requested  60_ _ Sign Jurist _____
 Nxt Tran   EVT Type MOD Case#  03012345 __ Petn# 03012345  Event# __4 Pty ___
F1=Help F2=Nxt Tran F3=Exit F4=Prompt             F6=System
F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal
```

Enter the following fields: Date, event type, the party type must be entered in the comment field ie: F01, M01, J01, etc., next hearing information and the form number requested.
Press <Enter> once all information has been entered. The system will return the order screen for you.

NOTE: You must enter the party type in the comment field to include financial information.



```
1. In the matter of       AARON M SMITH                             10/01/78

 TO: TEST TEST                              9/06/2000
     151 ANY STREET                Social security number  000000000
     ANY CITY     , MI  48444          Amount delinquent   $9,508.93
```

The system has entered all information it can gather from this event. The remaining must be entered by the person generating this order. Be sure to read through the entire order and enter information completely. Press <Enter> once all data entry is complete and the system will print the order.

Order to Intercept State Income Taxes

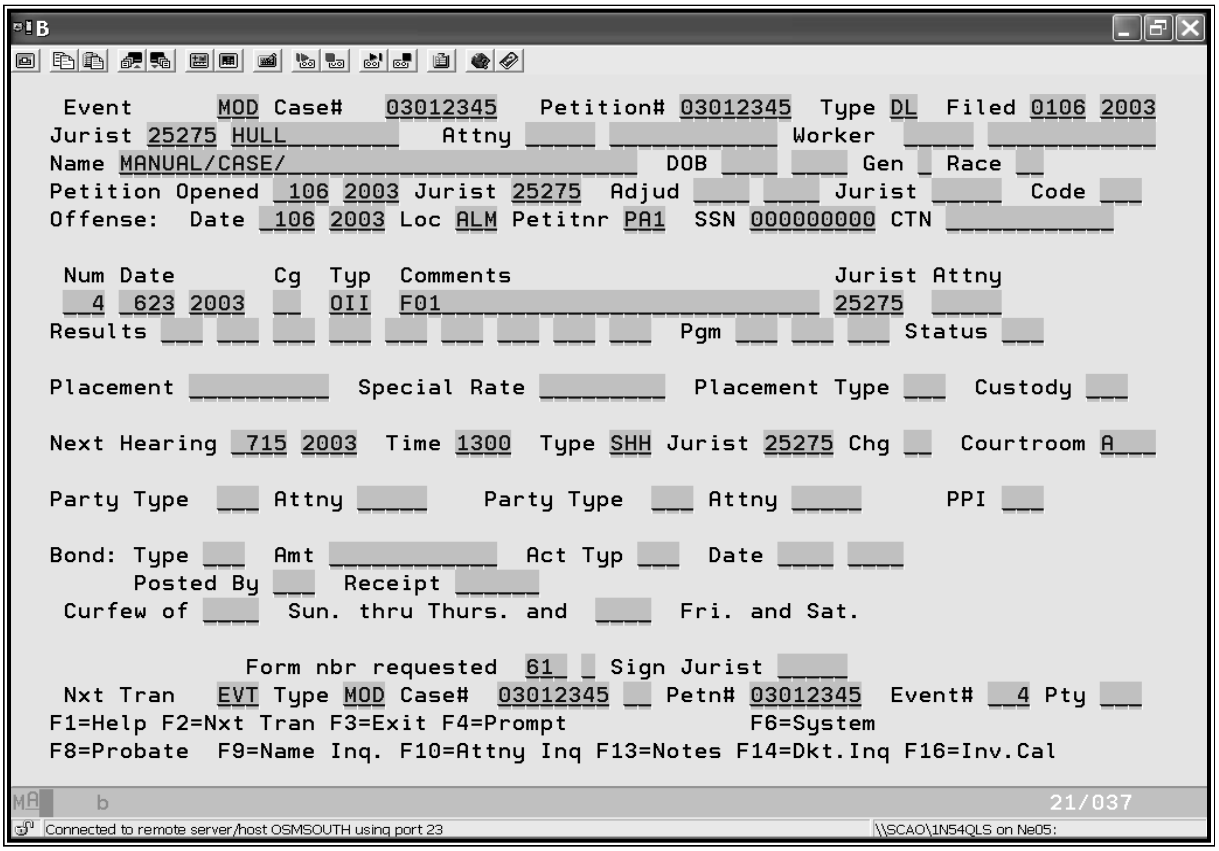
From the Next Tran Line, enter the following information.

```
NXT TRAN     EVT   TYPE ADD    CASE NBR   03012345 __  PET 03012345 EVT ____   PTY __
```

You will need to know the following information before completing this process:

a. Case Number and suffix number that the financial order was applied.
b. Petition Number.

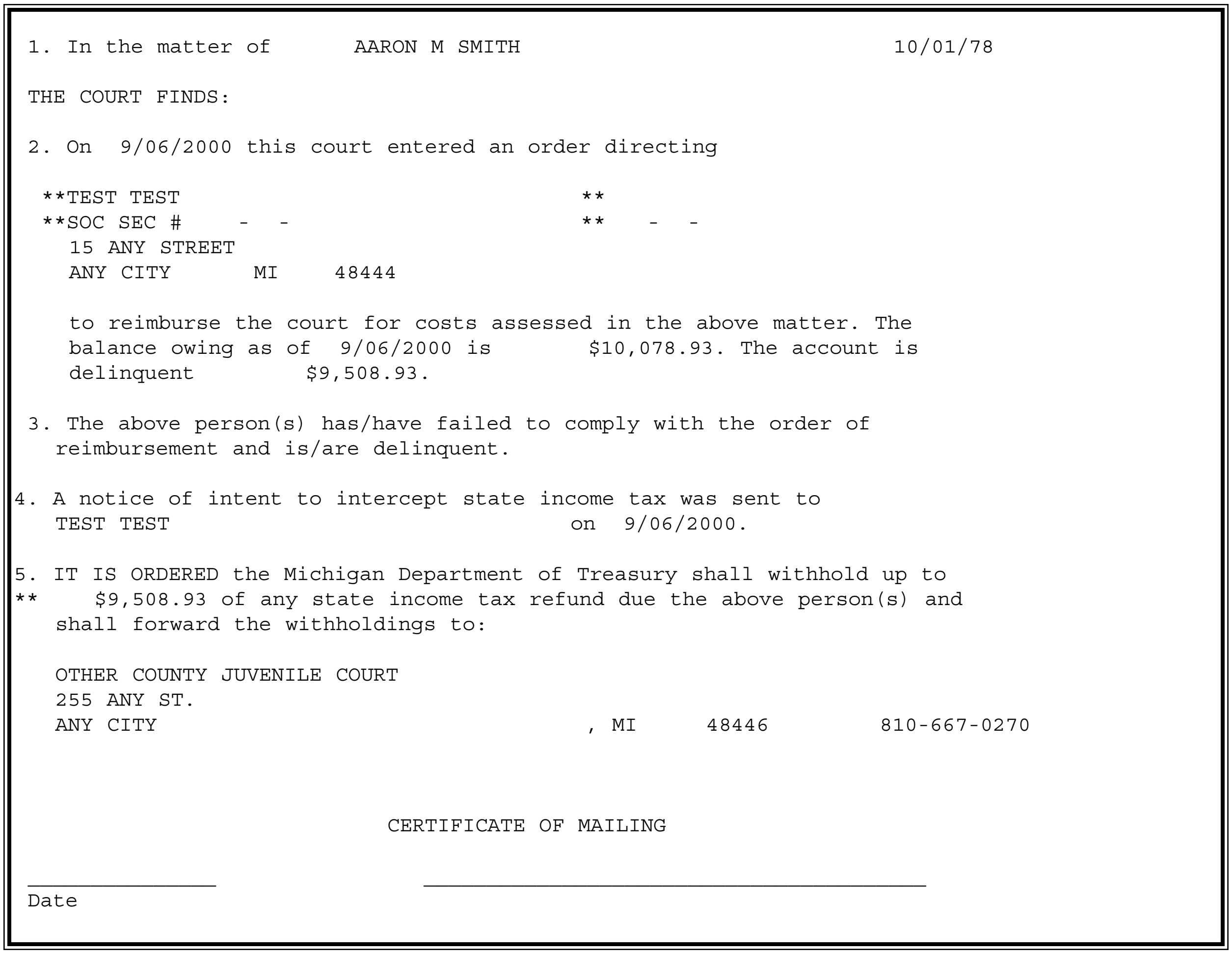
Press <Enter> and the system will display the following screen.



```
 Event      MOD Case#   03012345   Petition# 03012345  Type DL  Filed 0106 2003
Jurist 25275 HULL________    Attny _____ ____________ Worker  _____ ____________
Name MANUAL/CASE/_________________________   DOB ____ ____ Gen _ Race __
Petition Opened _106 2003 Jurist 25275  Adjud ____ ____ Jurist _____  Code ___
Offense:  Date _106 2003 Loc ALM Petitnr PA1  SSN 000000000 CTN ____________

 Num Date       Cg  Typ  Comments                        Jurist Attny
 __4 _623 2003  __  OII  F01____________________________ 25275  _____
Results ___ ___ ___ ___ ___ ___ ___ ___ ___  Pgm ___ ___ ___ Status ___

Placement __________  Special Rate _________  Placement Type ___  Custody ___

Next Hearing _715 2003  Time 1300  Type SHH Jurist 25275 Chg __  Courtroom A___

Party Type  ___ Attny _____    Party Type  ___ Attny _____      PPI ___

Bond: Type ___  Amt ____________  Act Typ ___  Date ____ ____
      Posted By ___  Receipt ______
 Curfew of ____  Sun. thru Thurs. and  ____  Fri. and Sat.

             Form nbr requested  61_ _ Sign Jurist _____
 Nxt Tran   EVT Type MOD Case#  03012345 __ Petn# 03012345  Event# __4 Pty ___
F1=Help F2=Nxt Tran F3=Exit F4=Prompt           F6=System
F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal
MA     b                                                        21/037
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

Enter the following fields: Date, event type, the party type must be entered in the comment field ie: F01, M01, J01, etc., next hearing information and the form number requested.
Press <Enter> once all information has been entered. The system will return the order screen for you.

NOTE: You must enter the party type in the comment field to include financial information.



```
 1. In the matter of      AARON M SMITH                             10/01/78

 THE COURT FINDS:

 2. On  9/06/2000 this court entered an order directing

  **TEST TEST                          **
  **SOC SEC #    -  -                  **    -  -
    15 ANY STREET
    ANY CITY      MI    48444

    to reimburse the court for costs assessed in the above matter. The
    balance owing as of  9/06/2000 is       $10,078.93. The account is
    delinquent        $9,508.93.

 3. The above person(s) has/have failed to comply with the order of
   reimbursement and is/are delinquent.

4. A notice of intent to intercept state income tax was sent to
   TEST TEST                          on  9/06/2000.

5. IT IS ORDERED the Michigan Department of Treasury shall withhold up to
**    $9,508.93 of any state income tax refund due the above person(s) and
   shall forward the withholdings to:

   OTHER COUNTY JUVENILE COURT
   255 ANY ST.
   ANY CITY                            , MI     48446        810-667-0270



                            CERTIFICATE OF MAILING

 _______________                ________________________________________
 Date
```

The system has entered all information it can gather from this event. The remaining must be entered by the person generating this order. Be sure to read through the entire order and enter information completely. Press <Enter> once all data entry is complete and the system will print the order.

Restitution Financial Order.

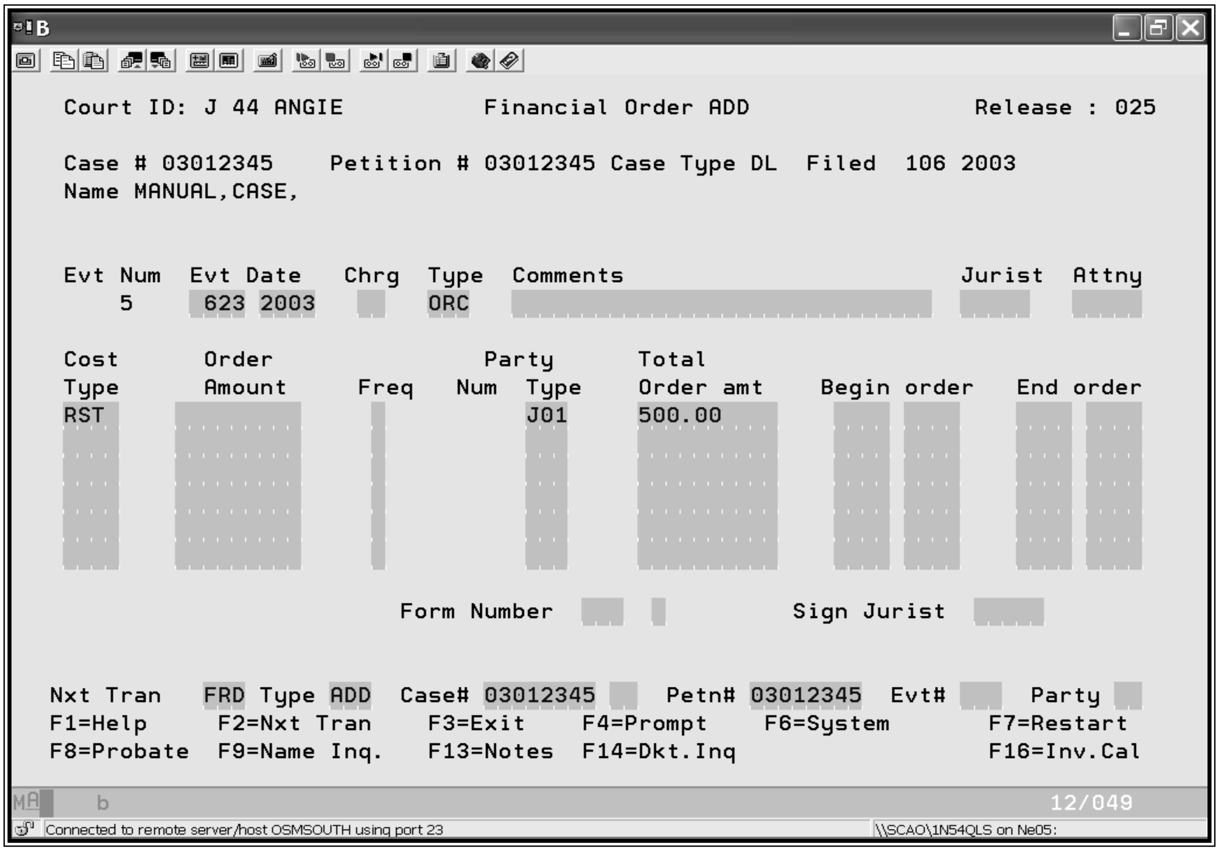
From the Next Tran Line, enter the following information.

```
NXT TRAN     FRD   TYPE ADD    CASE NBR   03012345 __  PET 03012345 EVT ____   PTY __
```

You will need to know the following information before completing this process:

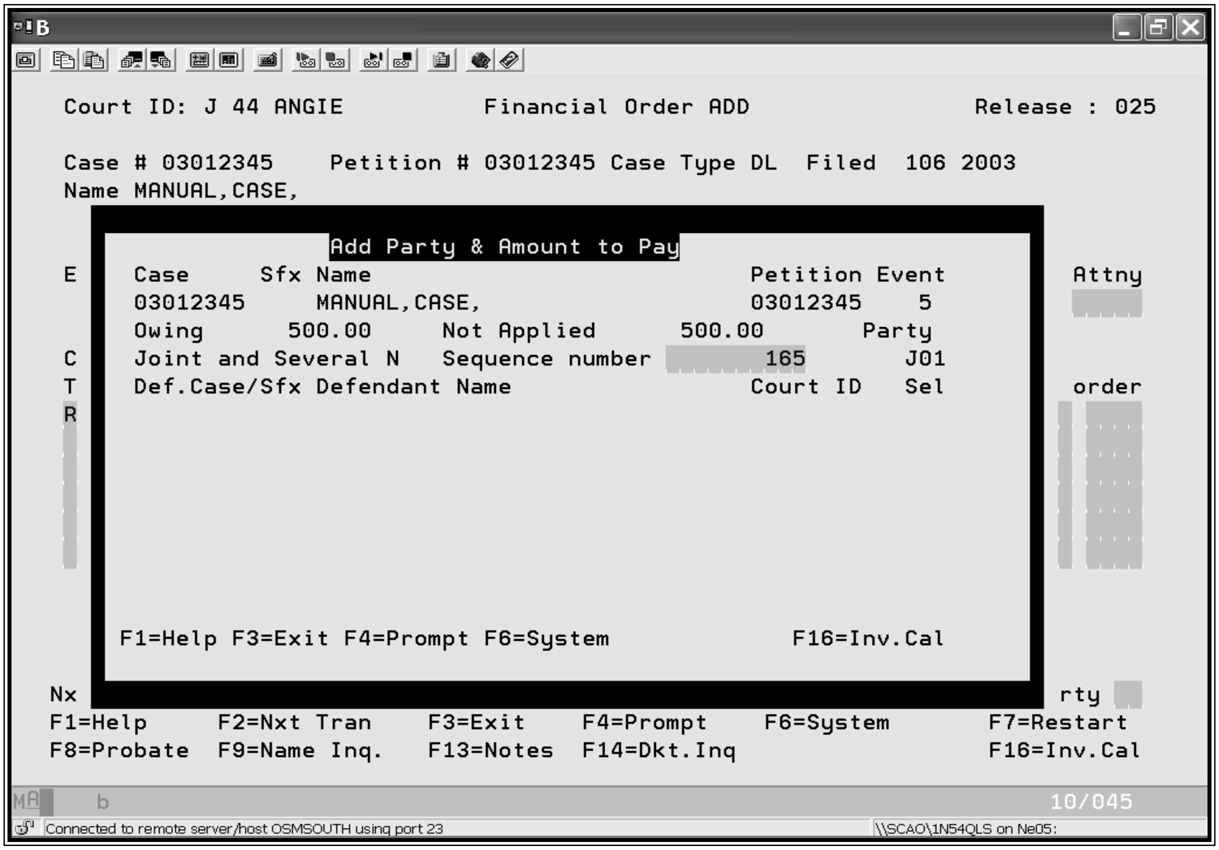
a. Case Number and suffix number that the financial order was applied.
b. Petition Number.

Press <Enter> and the system will display the following screen.



```
   Court ID: J 44 ANGIE          Financial Order ADD              Release : 025

   Case # 03012345    Petition # 03012345 Case Type DL  Filed  106 2003
   Name MANUAL,CASE,


   Evt Num  Evt Date   Chrg  Type  Comments                         Jurist  Attny
       5     623 2003        ORC

   Cost      Order              Party      Total
   Type      Amount      Freq   Num  Type      Order amt    Begin order   End order
   RST                               J01       500.00

                        Form Number                Sign Jurist

  Nxt Tran   FRD Type ADD  Case# 03012345     Petn# 03012345  Evt#      Party
  F1=Help     F2=Nxt Tran    F3=Exit     F4=Prompt    F6=System       F7=Restart
  F8=Probate  F9=Name Inq.   F13=Notes   F14=Dkt.Inq                  F16=Inv.Cal

MA    b                                                                     12/049
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

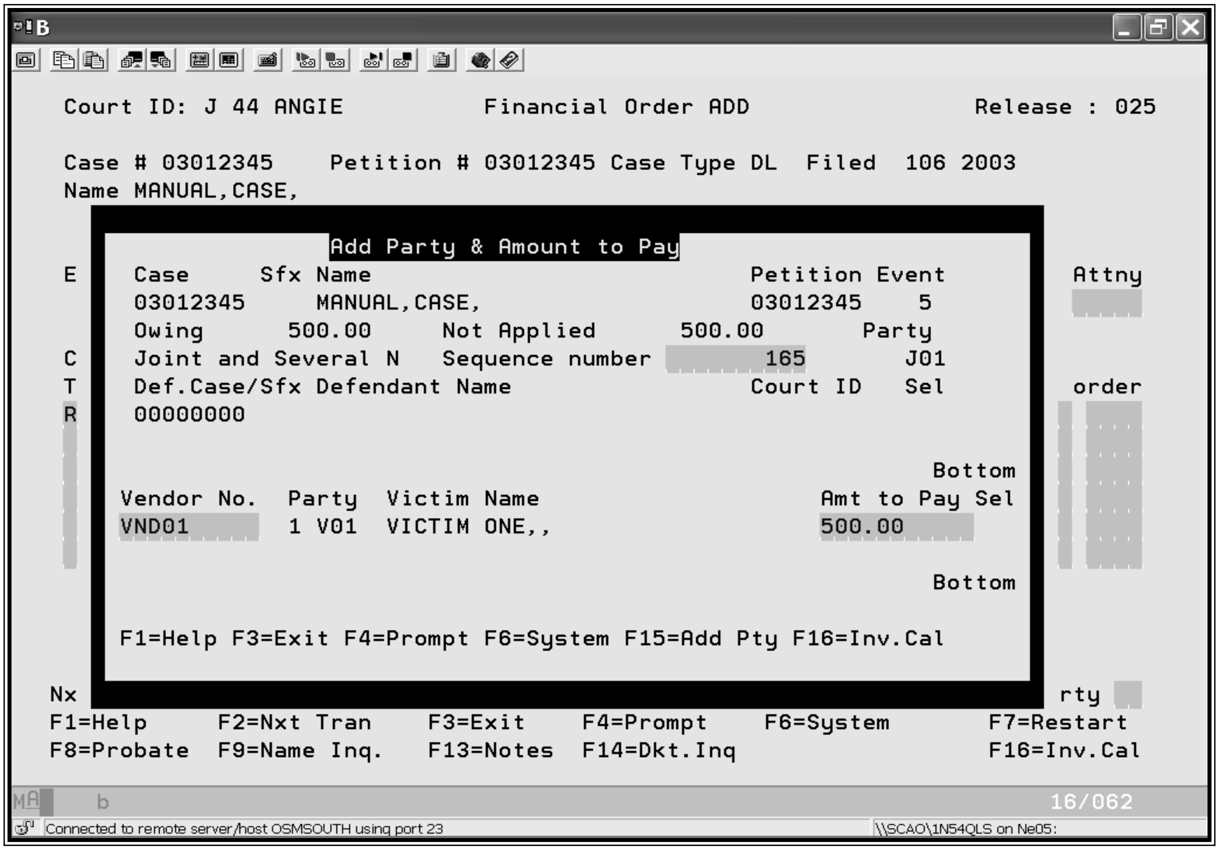
Enter information as shown in the above screen and press <Enter> once all information has been entered.
Other information can be entered on the FRD screen. This is only an example. The system will return the order screen for you.



```
Court ID: J 44 ANGIE         Financial Order ADD             Release : 025

Case # 03012345    Petition # 03012345 Case Type DL  Filed  106 2003
Name MANUAL,CASE,

                   Add Party & Amount to Pay
E    Case     Sfx Name                          Petition Event      Attny
     03012345     MANUAL,CASE,                  03012345    5
     Owing      500.00     Not Applied      500.00       Party
C    Joint and Several N   Sequence number       165       J01
T    Def.Case/Sfx Defendant Name                Court ID   Sel      order
R

    F1=Help F3=Exit F4=Prompt F6=System            F16=Inv.Cal

Nx                                                              rty
F1=Help     F2=Nxt Tran    F3=Exit    F4=Prompt    F6=System       F7=Restart
F8=Probate  F9=Name Inq.   F13=Notes  F14=Dkt.Inq                  F16=Inv.Cal
MA    b                                                            10/045
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

The system has returned the Add Party & Amount to Pay screen. No data entry is required on this screen. Press <Enter> and the system will display the following screen.

NOTE: You must be using the “RST” price code for the restitution tracking to work.



```
Court ID: J 44 ANGIE         Financial Order ADD            Release : 025

Case # 03012345    Petition # 03012345 Case Type DL  Filed  106 2003
Name MANUAL,CASE,
                  Add Party & Amount to Pay
E    Case     Sfx Name                            Petition Event        Attny
     03012345     MANUAL,CASE,                    03012345    5
     Owing      500.00     Not Applied      500.00       Party
C    Joint and Several N   Sequence number       165       J01
T    Def.Case/Sfx Defendant Name                  Court ID   Sel         order
R    00000000

                                                             Bottom
   Vendor No.  Party  Victim Name                     Amt to Pay Sel
   VND01       1 V01  VICTIM ONE,,                    500.00

                                                             Bottom

   F1=Help F3=Exit F4=Prompt F6=System F15=Add Pty F16=Inv.Cal
Nx                                                                     rty
F1=Help     F2=Nxt Tran    F3=Exit    F4=Prompt    F6=System       F7=Restart
F8=Probate  F9=Name Inq.   F13=Notes  F14=Dkt.Inq                  F16=Inv.Cal
MA    b                                                             16/062
Connected to remote server/host OSMSOUTH using port 23    \\SCAO\1N54QLS on Ne05:
```

Listed are the victims as taken from the party screen for this case. You will need to enter the following information:

1. Enter the vendor number for this victim. You may prompt to inquire on the vendor numbers but you must manually enter the number on this line.

2. Enter the total amount to pay each victim.

NOTE: You must be using the "RST" price code for the restitution tracking to work.

Press <Enter> to add the financial order and then press <F3> to exit.

Restitution Receipts

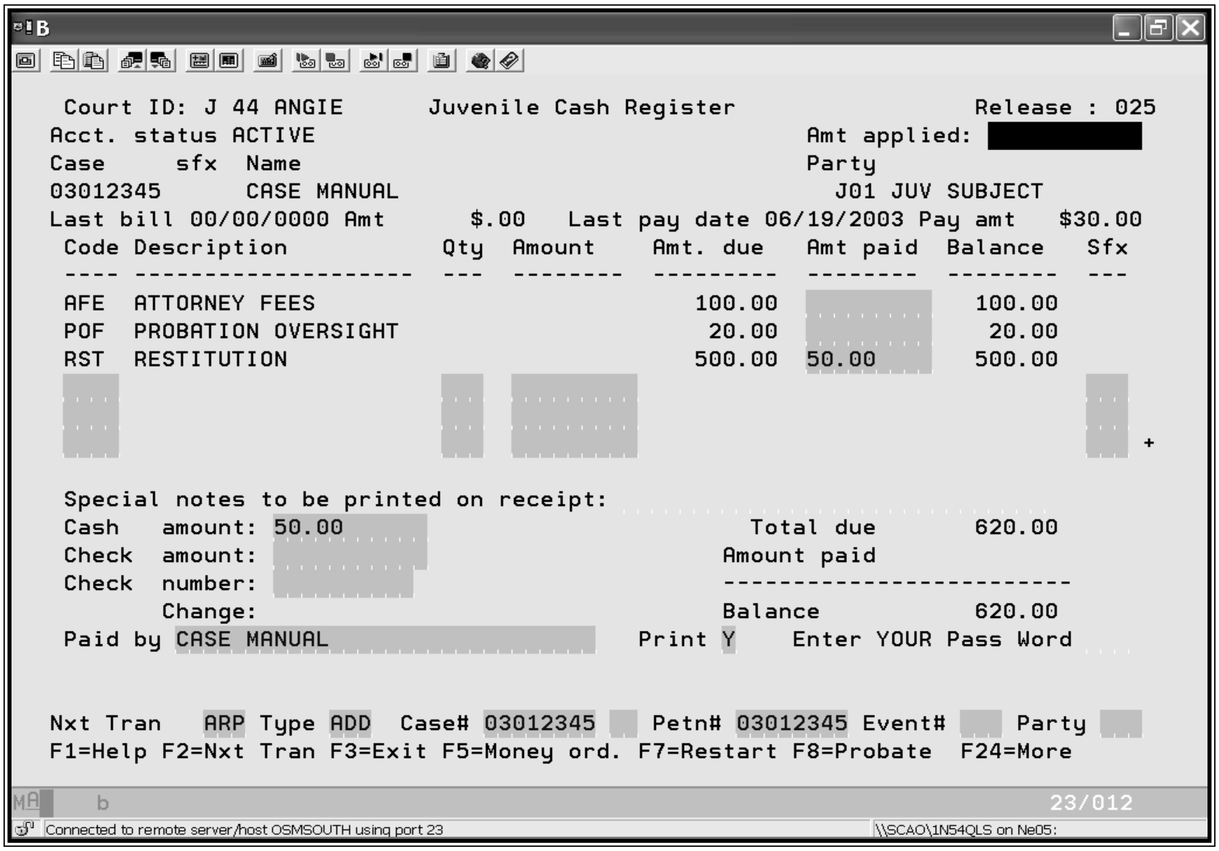
From the Next Tran Line, enter the following information.

```
NXT TRAN     ARP   TYPE ADD    CASE NBR  03012345 __  PET 03012345 EVT ____   PTY __
```

You will need to know the following information before completing this process:

a. Case Number and suffix number that the financial order was applied.
b. Party number of the person the financial order was assigned.

Press <Enter> and the system will display the following screen.

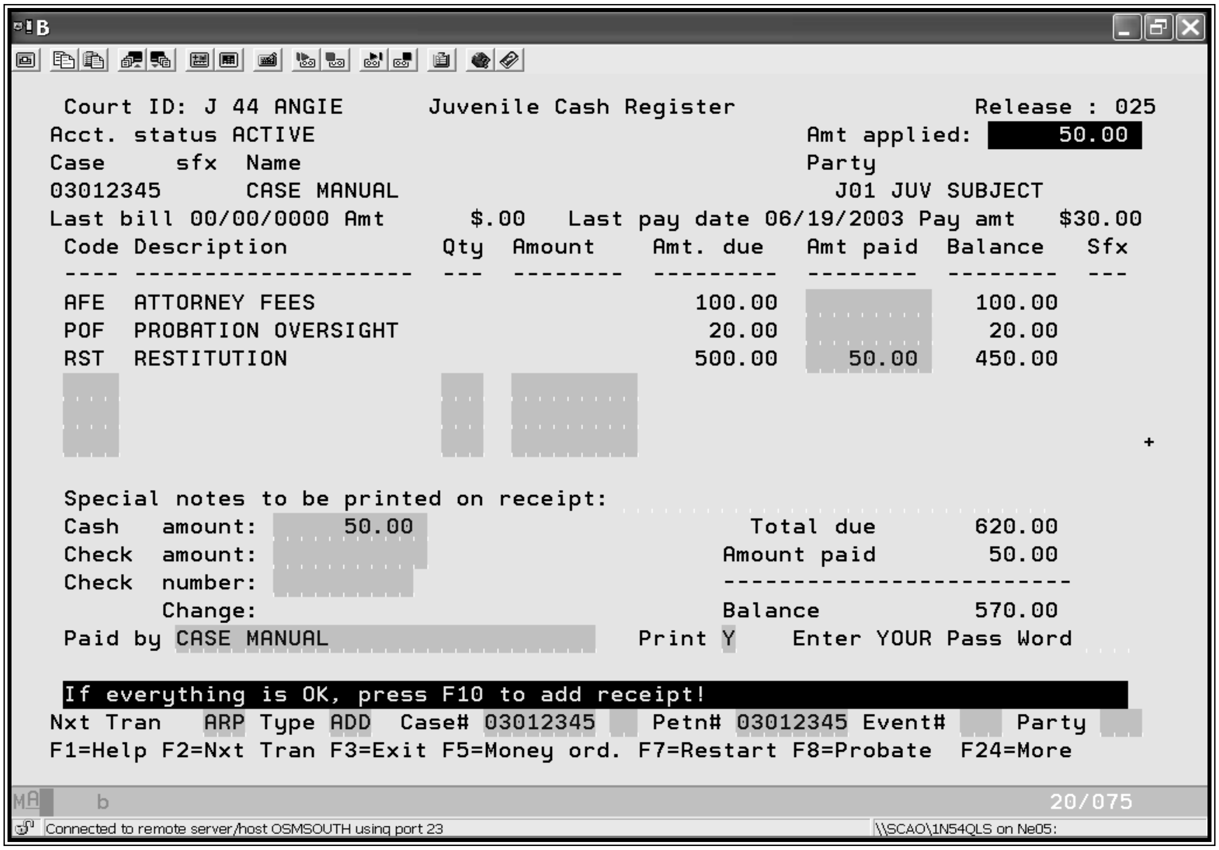


```
 Court ID: J 44 ANGIE      Juvenile Cash Register               Release : 025
Acct. status ACTIVE                                  Amt applied: [redacted]
Case     sfx  Name                                   Party
03012345      CASE MANUAL                              J01 JUV SUBJECT
Last bill 00/00/0000 Amt      $.00  Last pay date 06/19/2003 Pay amt   $30.00
 Code Description          Qty  Amount    Amt. due   Amt paid  Balance   Sfx
 ---- -------------------- ---  --------  ---------  --------  --------  ---
 AFE  ATTORNEY FEES                          100.00              100.00
 POF  PROBATION OVERSIGHT                     20.00               20.00
 RST  RESTITUTION                            500.00  50.00       500.00

                                                                              +

 Special notes to be printed on receipt:
 Cash   amount: 50.00                         Total due       620.00
 Check  amount:                             Amount paid
 Check  number:                             ------------------------
        Change:                             Balance         620.00
 Paid by CASE MANUAL                Print Y    Enter YOUR Pass Word


Nxt Tran   ARP Type ADD  Case# 03012345    Petn# 03012345 Event#     Party
F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate  F24=More
```

Enter the following information as shown in the above screen.

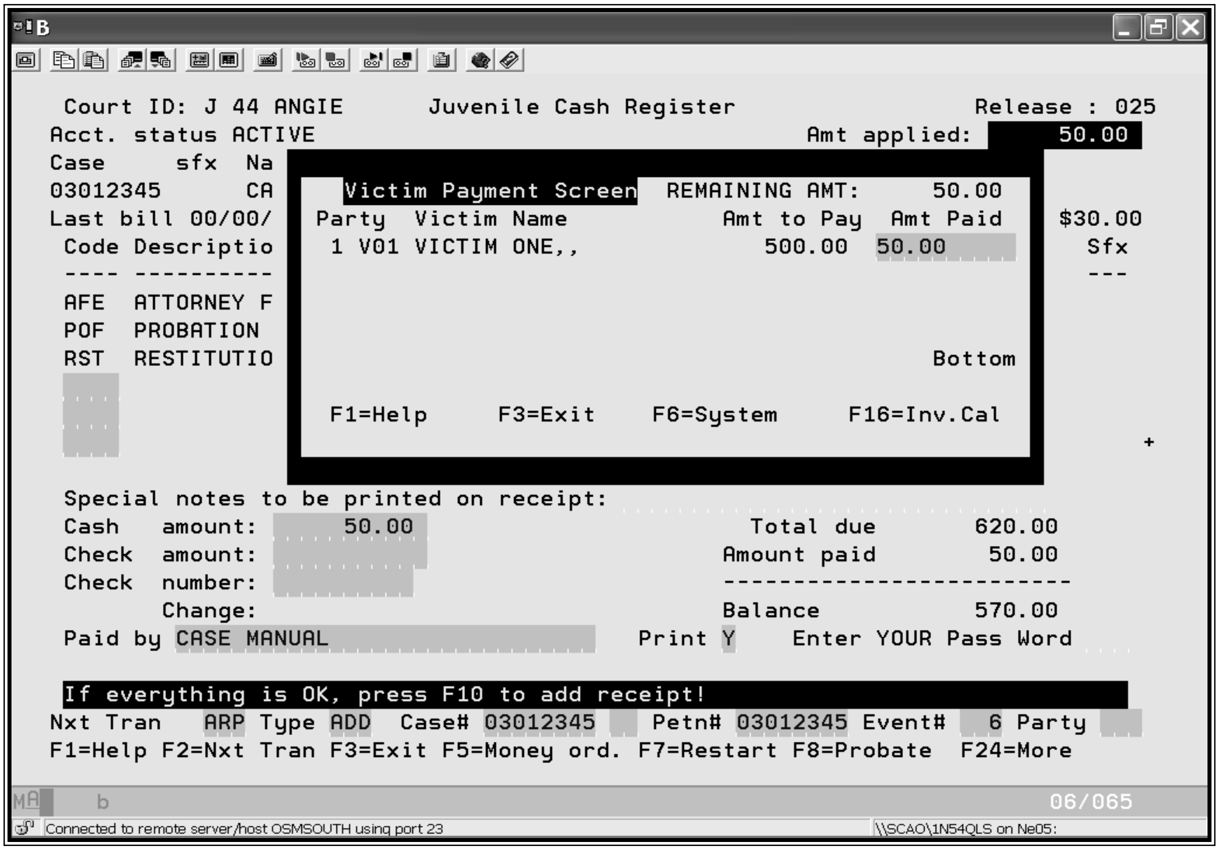
a. Enter the amount paid on the price code/codes.
b. Enter the amount paid. Cash and check can be completed from this screen. Other payment types can be accepted by pressing <F5> until the appropriate payment type appears.
c. Enter the person paying.
d. Enter your financial password.

Press <Enter> and the system will display the following screen.



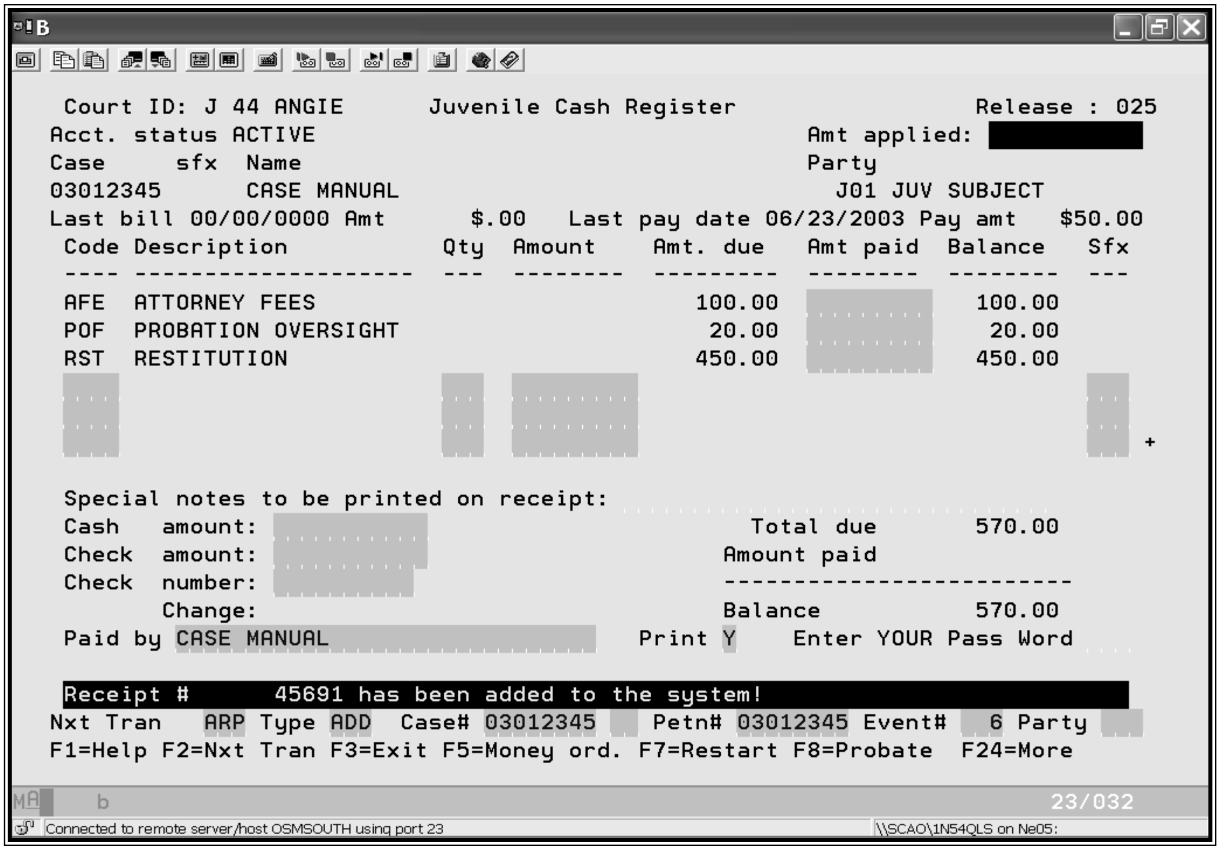
```
  Court ID: J 44 ANGIE      Juvenile Cash Register               Release : 025
 Acct. status ACTIVE                                     Amt applied:      50.00
 Case     sfx  Name                                      Party
 03012345      CASE MANUAL                                 J01 JUV SUBJECT
 Last bill 00/00/0000 Amt      $.00   Last pay date 06/19/2003 Pay amt   $30.00
  Code Description           Qty  Amount    Amt. due   Amt paid  Balance   Sfx
  ---- --------------------  ---  --------  ---------  --------  --------  ---
  AFE  ATTORNEY FEES                          100.00               100.00
  POF  PROBATION OVERSIGHT                     20.00                20.00
  RST  RESTITUTION                            500.00      50.00    450.00

                                                                              +

  Special notes to be printed on receipt:
  Cash   amount:      50.00                     Total due       620.00
  Check  amount:                              Amount paid        50.00
  Check  number:                              -------------------------
         Change:                              Balance           570.00
  Paid by CASE MANUAL                   Print Y    Enter YOUR Pass Word

  If everything is OK, press F10 to add receipt!
 Nxt Tran   ARP Type ADD  Case# 03012345    Petn# 03012345 Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate  F24=More
```

The system has made its calculations and is displaying the message “If everything is OK, press F10 to add receipt”. If everything appears correct, press <Enter> to add the receipt. The system will display the following screen.



```
 Court ID: J 44 ANGIE      Juvenile Cash Register                  Release : 025
Acct. status ACTIVE                                   Amt applied:      50.00
Case     sfx  Na
03012345      CA     Victim Payment Screen  REMAINING AMT:     50.00
Last bill 00/00/   Party  Victim Name           Amt to Pay  Amt Paid    $30.00
 Code Descriptio    1 V01 VICTIM ONE,,             500.00  50.00          Sfx
 ---- ----------                                                          ---
 AFE  ATTORNEY F
 POF  PROBATION
 RST  RESTITUTIO                                               Bottom

                    F1=Help     F3=Exit    F6=System     F16=Inv.Cal
                                                                               +

 Special notes to be printed on receipt:
 Cash   amount:      50.00                        Total due       620.00
 Check  amount:                                 Amount paid        50.00
 Check  number:                                 -------------------------
        Change:                                 Balance           570.00
 Paid by CASE MANUAL                      Print Y    Enter YOUR Pass Word

 If everything is OK, press F10 to add receipt!
Nxt Tran   ARP Type ADD  Case# 03012345    Petn# 03012345 Event#   6 Party
F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate  F24=More
```

Displayed are the victims that are attached to this financial order. Apply the total amount to the victim/victims as shown in the above screen and press <Enter>. The system will add the receipt and display the following screen.



```
 Court ID: J 44 ANGIE      Juvenile Cash Register                 Release : 025
Acct. status ACTIVE                                     Amt applied:
Case     sfx  Name                                      Party
03012345      CASE MANUAL                                 J01 JUV SUBJECT
Last bill 00/00/0000 Amt      $.00   Last pay date 06/23/2003 Pay amt   $50.00
 Code Description           Qty  Amount    Amt. due   Amt paid  Balance   Sfx
 ---- --------------------  ---  --------  ---------  --------  --------  ---
 AFE  ATTORNEY FEES                           100.00              100.00
 POF  PROBATION OVERSIGHT                      20.00               20.00
 RST  RESTITUTION                             450.00              450.00
                                                                               +

 Special notes to be printed on receipt:
 Cash   amount:                                    Total due       570.00
 Check  amount:                                  Amount paid
 Check  number:                                  -------------------------
        Change:                                  Balance           570.00
 Paid by CASE MANUAL                  Print Y    Enter YOUR Pass Word

 Receipt #      45691 has been added to the system!
Nxt Tran   ARP Type ADD  Case# 03012345    Petn# 03012345 Event#   6 Party
F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate  F24=More
```

Restitution Inquiry

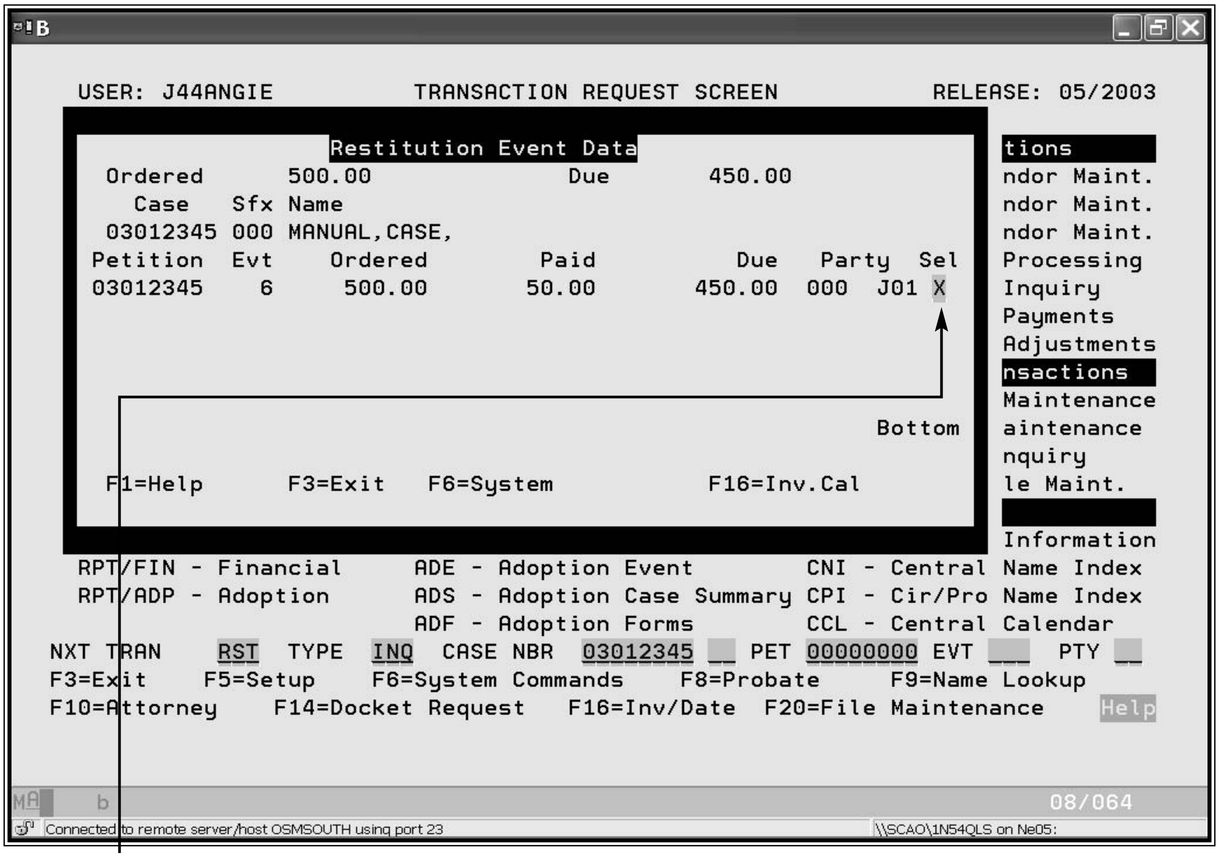
From the Next Tran Line, enter the following information.

```
NXT TRAN    RST   TYPE INQ    CASE NBR  03012345 __  PET _________  EVT ____   PTY __
```

You will need to know the following information before completing this process:

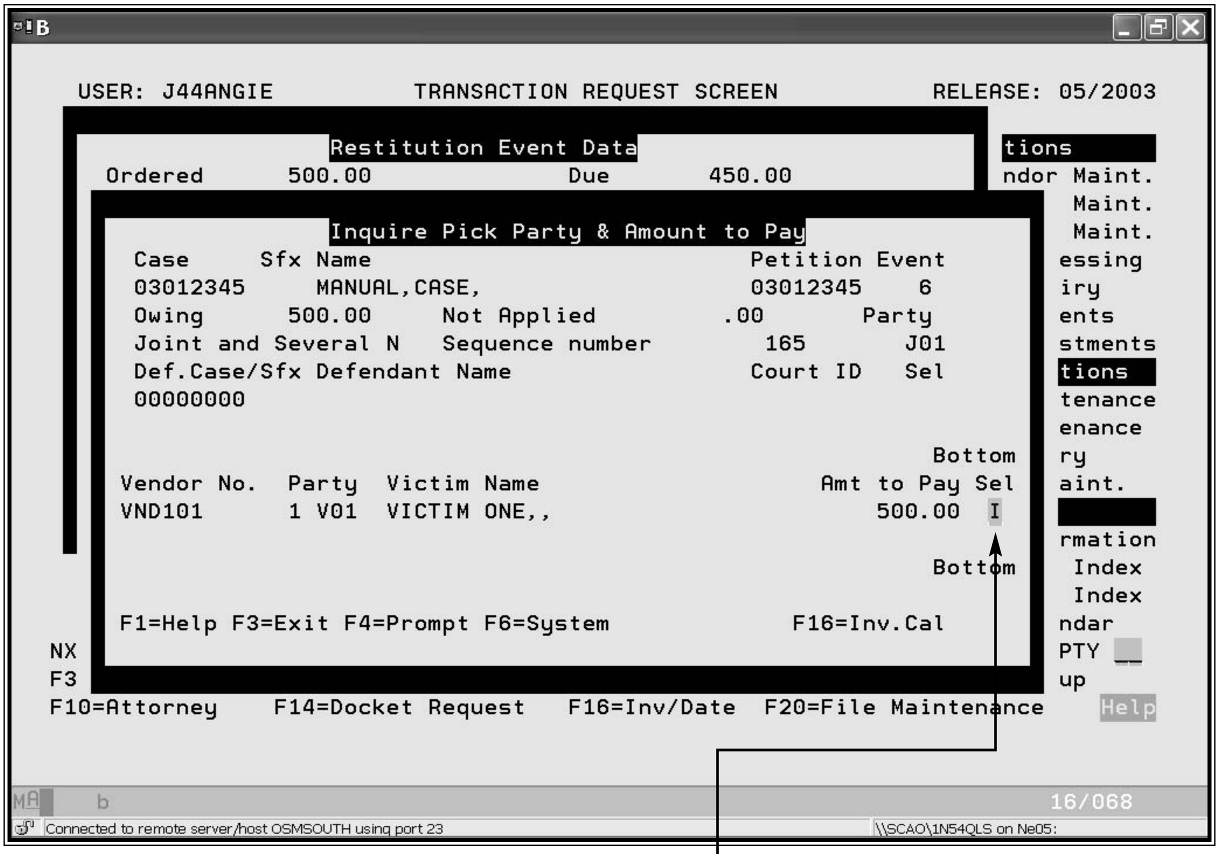
a. Case Number and suffix number that the financial order was applied.
b. Party number of the person the financial order was assigned.

Press <Enter> and the system will display the following screen.



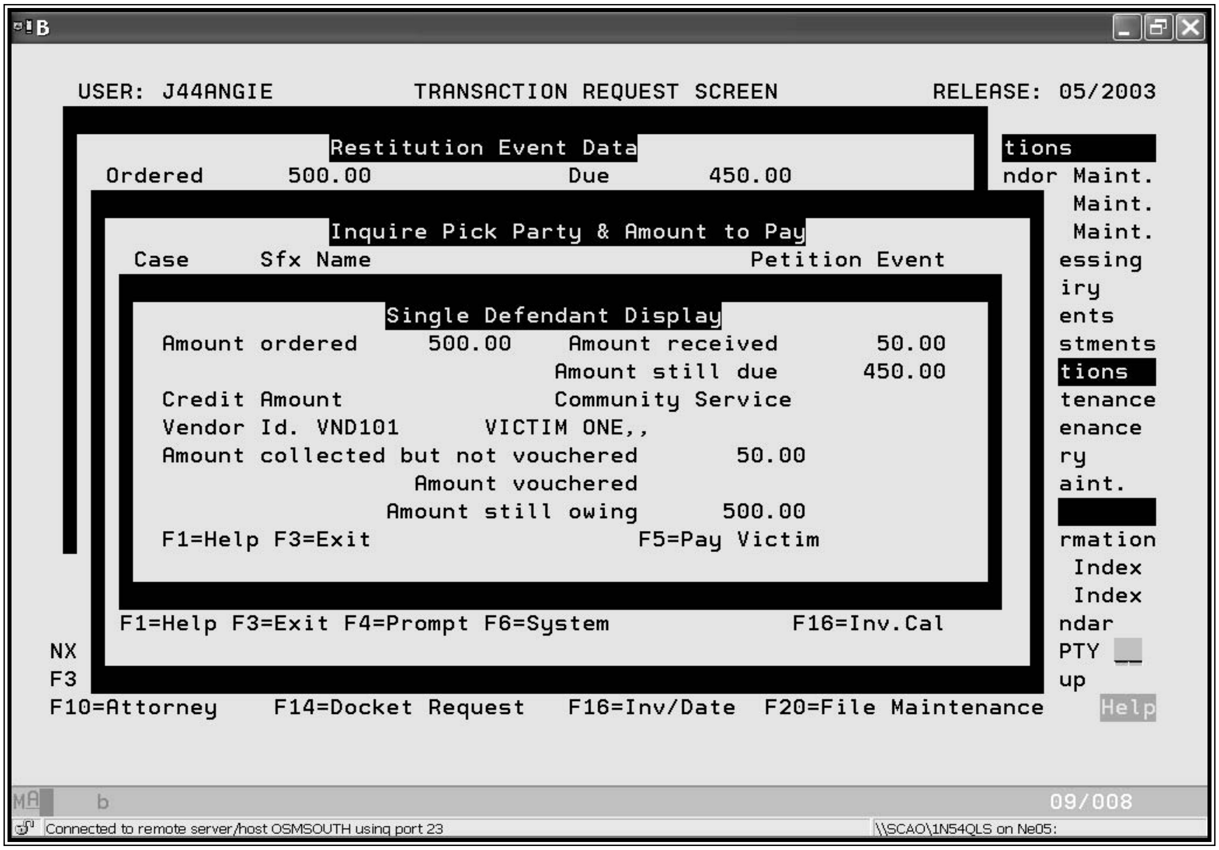
```
USER: J44ANGIE          TRANSACTION REQUEST SCREEN          RELEASE: 05/2003
                   Restitution Event Data                          tions
  Ordered       500.00              Due       450.00               ndor Maint.
    Case    Sfx Name                                               ndor Maint.
  03012345  000 MANUAL,CASE,                                       ndor Maint.
 Petition  Evt    Ordered       Paid        Due    Party  Sel      Processing
 03012345    6     500.00       50.00      450.00  000   J01  X    Inquiry
                                                                   Payments
                                                                   Adjustments
                                                                   nsactions
                                                                   Maintenance
                                                       Bottom      aintenance
                                                                   nquiry
  F1=Help      F3=Exit   F6=System           F16=Inv.Cal           le Maint.

                                                                   Information
 RPT/FIN - Financial     ADE - Adoption Event        CNI - Central Name Index
 RPT/ADP - Adoption      ADS - Adoption Case Summary CPI - Cir/Pro Name Index
                         ADF - Adoption Forms        CCL - Central Calendar
NXT TRAN    RST  TYPE  INQ  CASE NBR  03012345 __  PET 00000000 EVT ___   PTY __
F3=Exit    F5=Setup    F6=System Commands    F8=Probate     F9=Name Lookup
F10=Attorney    F14=Docket Request   F16=Inv/Date  F20=File Maintenance    Help
MA     b                                                          08/064
Connected to remote server/host OSMSOUTH using port 23         \\SCAO\1N54QLS on Ne05:
```

Enter an “X” beside the financial order that you want to inquire on and press <Enter>. The system will display the following screen.



```
USER: J44ANGIE          TRANSACTION REQUEST SCREEN          RELEASE: 05/2003
                      Restitution Event Data                  tions
  Ordered       500.00             Due       450.00           ndor Maint.
                                                                   Maint.
                      Inquire Pick Party & Amount to Pay           Maint.
    Case     Sfx Name                             Petition Event    essing
    03012345     MANUAL,CASE,                     03012345    6     iry
    Owing       500.00     Not Applied          .00      Party      ents
    Joint and Several N   Sequence number        165       J01      stments
    Def.Case/Sfx Defendant Name                   Court ID   Sel    tions
    00000000                                                        tenance
                                                                    enance
                                                         Bottom     ry
   Vendor No.  Party  Victim Name                    Amt to Pay Sel aint.
   VND101      1 V01  VICTIM ONE,,                       500.00  I
                                                                    rmation
                                                         Bottom      Index
                                                                     Index
   F1=Help F3=Exit F4=Prompt F6=System             F16=Inv.Cal      ndar
NX                                                                  PTY __
F3                                                                  up
F10=Attorney    F14=Docket Request   F16=Inv/Date  F20=File Maintenance    Help

MA    b                                                          16/068
Connected to remote server/host OSMSOUTH using port 23       \\SCAO\1N54QLS on Ne05:
```

Select the victim that you want to work with by entering an “I” to the right of the name and press <Enter>. The system will display the following screen.



```
   USER: J44ANGIE          TRANSACTION REQUEST SCREEN          RELEASE: 05/2003

                     Restitution Event Data                    tions
     Ordered      500.00           Due       450.00            ndor Maint.
                                                                    Maint.
                     Inquire Pick Party & Amount to Pay             Maint.
       Case     Sfx Name                           Petition Event  essing
                                                                   iry
                         Single Defendant Display                  ents
         Amount ordered     500.00    Amount received       50.00  stments
                                     Amount still due      450.00  tions
         Credit Amount               Community Service             tenance
         Vendor Id. VND101      VICTIM ONE,,                       enance
         Amount collected but not vouchered       50.00            ry
                          Amount vouchered                         aint.

                        Amount still owing      500.00             rmation
         F1=Help F3=Exit                   F5=Pay Victim            Index
                                                                    Index
      F1=Help F3=Exit F4=Prompt F6=System            F16=Inv.Cal   ndar
  NX                                                               PTY __
  F3                                                               up
  F10=Attorney    F14=Docket Request    F16=Inv/Date  F20=File Maintenance    Help
```

Displayed is all information associated with this victim.

Restitution Vouchers

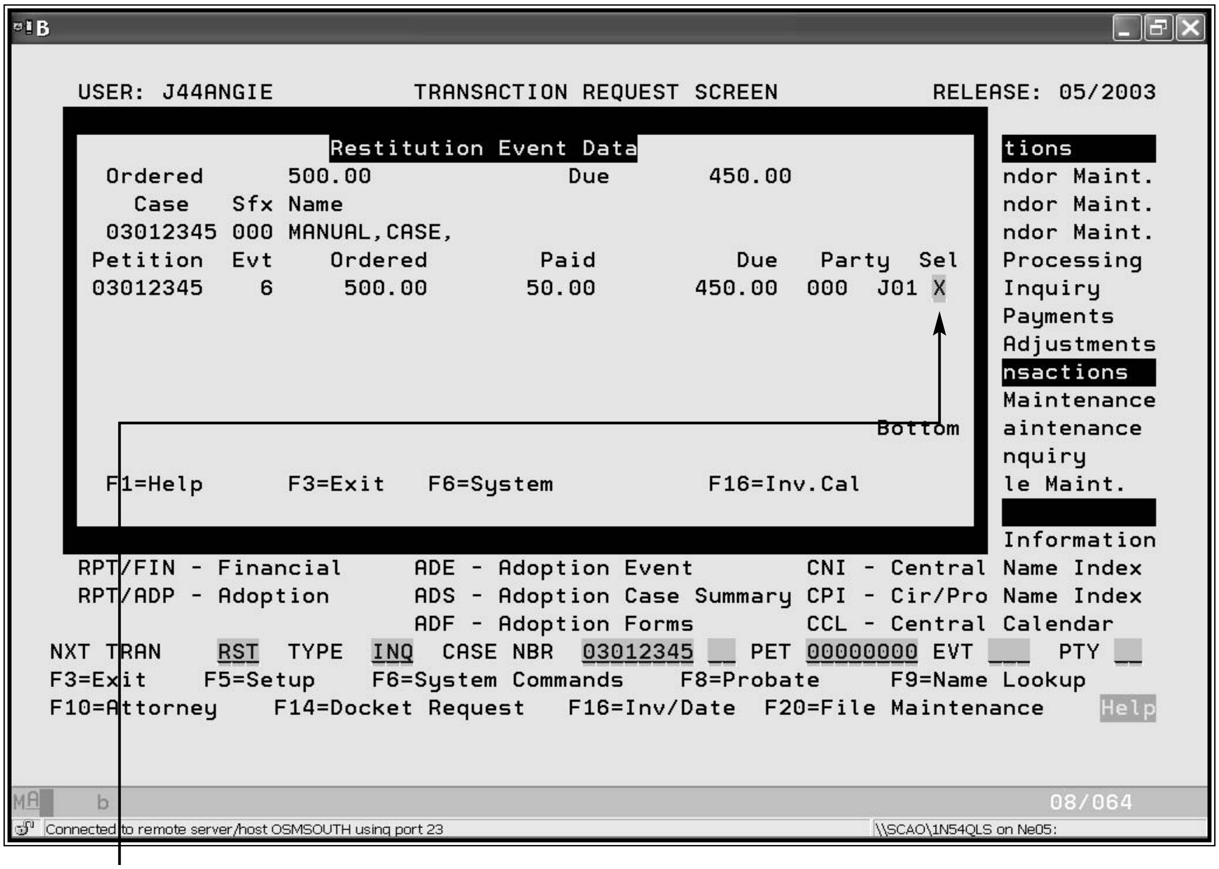
From the Next Tran Line, enter the following information.

```
NXT TRAN    RST   TYPE INQ    CASE NBR  03012345 __  PET _________  EVT ____   PTY __
```

You will need to know the following information before completing this process:

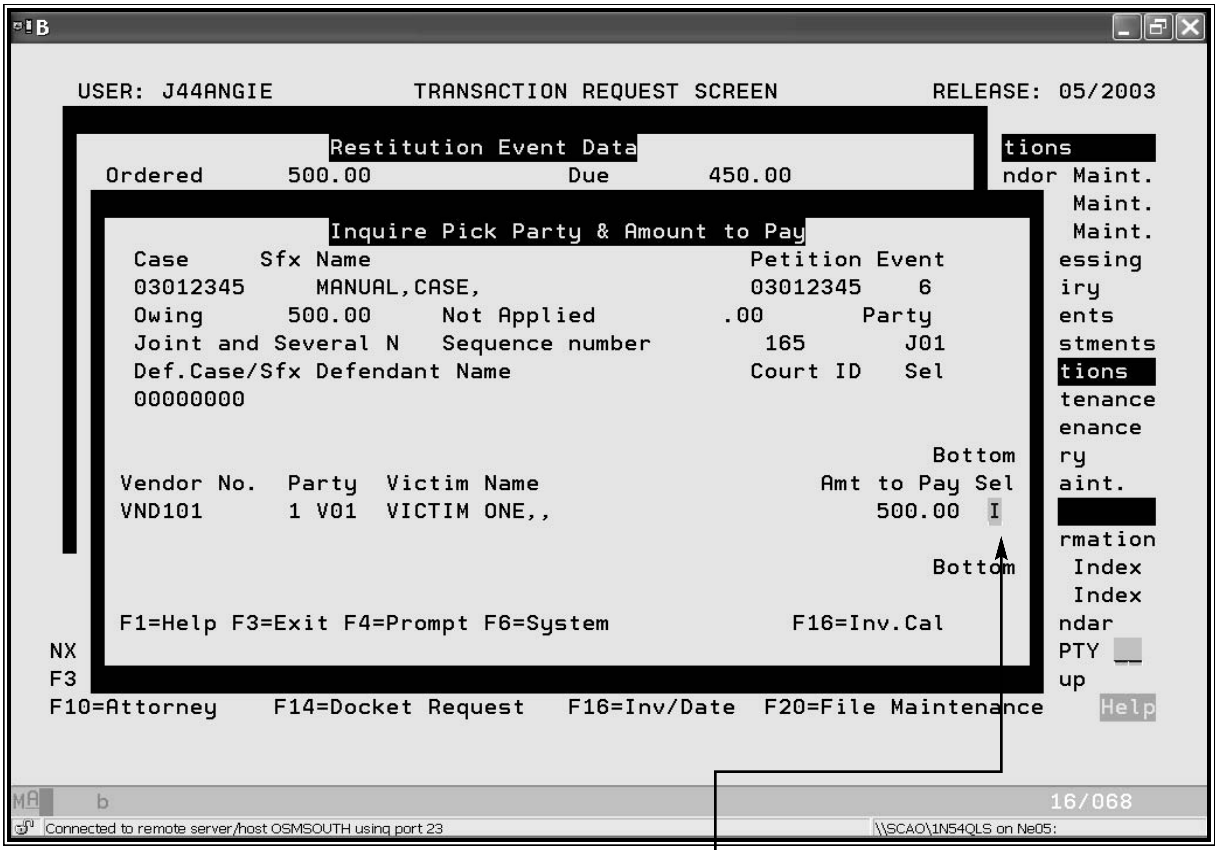
a. Case Number and suffix number that the financial order was applied.
b. Party number of the person the financial order was assigned.

Press <Enter> and the system will display the following screen.



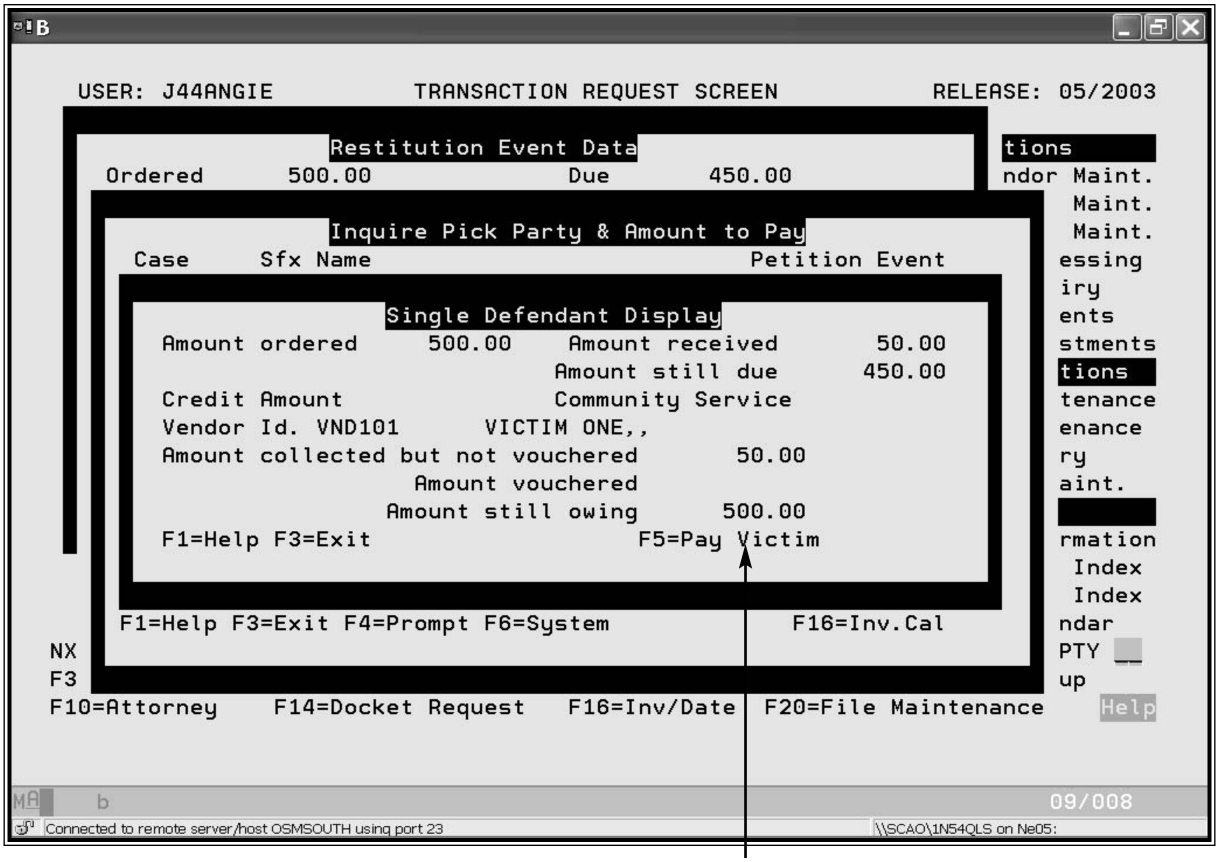
```
   USER: J44ANGIE         TRANSACTION REQUEST SCREEN         RELEASE: 05/2003

                     Restitution Event Data                   tions
     Ordered      500.00              Due       450.00        ndor Maint.
       Case   Sfx Name                                         ndor Maint.
     03012345 000 MANUAL,CASE,                                 ndor Maint.
    Petition  Evt    Ordered      Paid          Due   Party  Sel  Processing
    03012345    6     500.00      50.00       450.00   000  J01 X  Inquiry
                                                                   Payments
                                                                   Adjustments
                                                                   nsactions
                                                                   Maintenance
                                                          Bottom   aintenance
                                                                   nquiry
     F1=Help      F3=Exit   F6=System          F16=Inv.Cal         le Maint.

                                                                   Information
   RPT/FIN - Financial      ADE - Adoption Event        CNI - Central Name Index
   RPT/ADP - Adoption       ADS - Adoption Case Summary CPI - Cir/Pro Name Index
                            ADF - Adoption Forms        CCL - Central Calendar
 NXT TRAN    RST  TYPE  INQ  CASE NBR  03012345 __ PET 00000000 EVT ___  PTY __
 F3=Exit    F5=Setup    F6=System Commands    F8=Probate     F9=Name Lookup
 F10=Attorney    F14=Docket Request   F16=Inv/Date  F20=File Maintenance    Help
```

Enter an "X" beside the financial order that you want to inquire on and press <Enter>. The system will display the following screen.



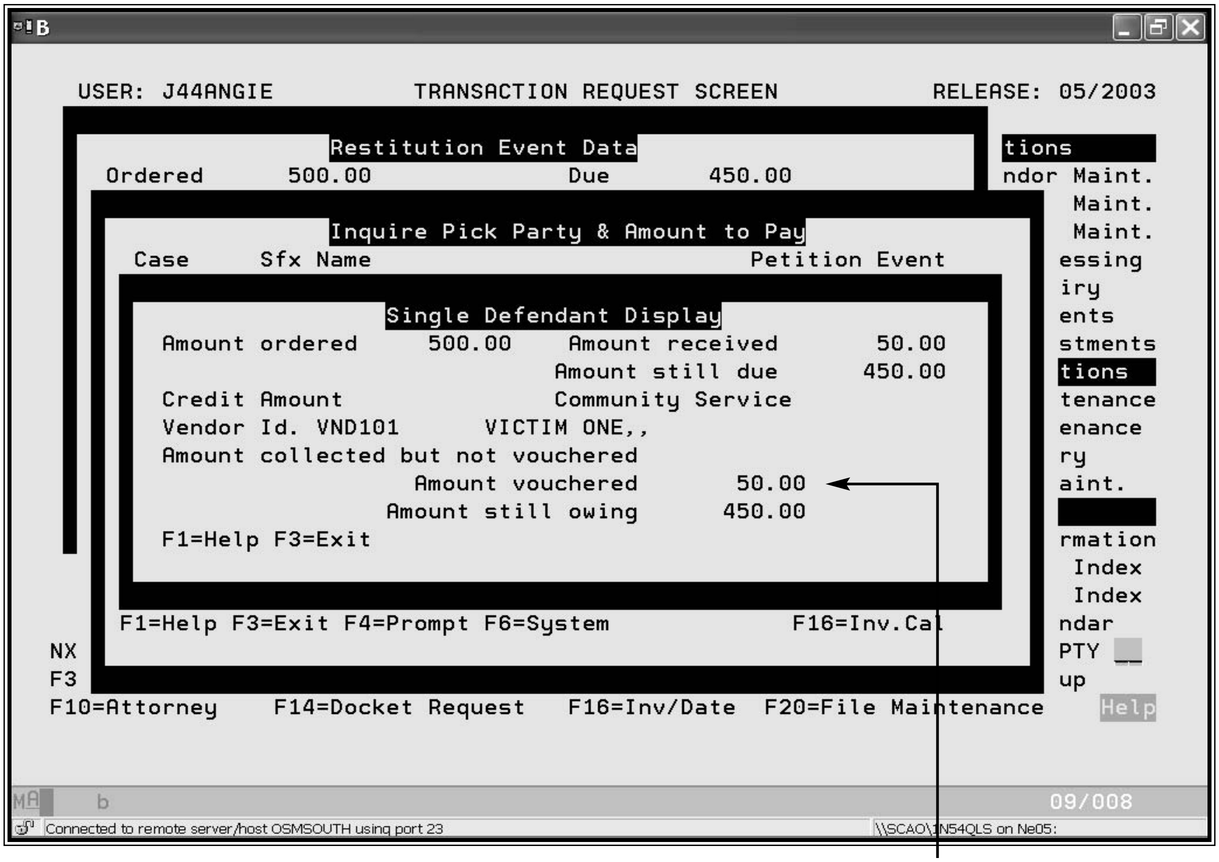
```
  USER: J44ANGIE          TRANSACTION REQUEST SCREEN          RELEASE: 05/2003
                       Restitution Event Data                tions
    Ordered      500.00              Due       450.00        ndor Maint.
                                                                  Maint.
                       Inquire Pick Party & Amount to Pay         Maint.
      Case     Sfx Name                          Petition Event  essing
      03012345     MANUAL,CASE,                  03012345    6   iry
      Owing      500.00     Not Applied        .00       Party   ents
      Joint and Several N   Sequence number      165       J01   stments
      Def.Case/Sfx Defendant Name                Court ID   Sel  tions
      00000000                                                   tenance
                                                                 enance
                                                      Bottom     ry
     Vendor No.  Party  Victim Name            Amt to Pay Sel    aint.
     VND101      1 V01  VICTIM ONE,,               500.00  I

                                                                 rmation
                                                      Bottom      Index
                                                                  Index
     F1=Help F3=Exit F4=Prompt F6=System         F16=Inv.Cal     ndar
 NX                                                              PTY __
 F3                                                              up
 F10=Attorney    F14=Docket Request   F16=Inv/Date  F20=File Maintenance   Help
```

Select the victim that you want to work with by entering an "I" to the right of the name and press <Enter>. The system will display the following screen.



```
  USER: J44ANGIE         TRANSACTION REQUEST SCREEN          RELEASE: 05/2003
                     Restitution Event Data                    tions
    Ordered      500.00           Due       450.00             ndor Maint.
                                                                    Maint.
                     Inquire Pick Party & Amount to Pay             Maint.
      Case     Sfx Name                        Petition Event      essing
                                                                   iry
                         Single Defendant Display                  ents
        Amount ordered     500.00    Amount received       50.00   stments
                                    Amount still due      450.00   tions
        Credit Amount               Community Service              tenance
        Vendor Id. VND101      VICTIM ONE,,                        enance
        Amount collected but not vouchered       50.00             ry
                          Amount vouchered                         aint.
                        Amount still owing      500.00
        F1=Help F3=Exit                   F5=Pay Victim            rmation
                                                                    Index
                                                                    Index
      F1=Help F3=Exit F4=Prompt F6=System          F16=Inv.Cal     ndar
 NX                                                                PTY __
 F3                                                                up
 F10=Attorney    F14=Docket Request    F16=Inv/Date  F20=File Maintenance   Help
```

Displayed is all information associated with this victim. Press <F5> to create a voucher for this victim. The system will display the following screen.



```
USER: J44ANGIE         TRANSACTION REQUEST SCREEN          RELEASE: 05/2003
                     Restitution Event Data                tions
  Ordered      500.00               Due       450.00       ndor Maint.
                                                                Maint.
                     Inquire Pick Party & Amount to Pay         Maint.
    Case     Sfx Name                            Petition Event essing
                                                                iry
                         Single Defendant Display               ents
        Amount ordered     500.00    Amount received      50.00 stments
                                    Amount still due     450.00 tions
        Credit Amount               Community Service           tenance
        Vendor Id. VND101      VICTIM ONE,,                     enance
        Amount collected but not vouchered                      ry
                          Amount vouchered      50.00           aint.
                        Amount still owing     450.00
        F1=Help F3=Exit                                         rmation
                                                                 Index
                                                                 Index
     F1=Help F3=Exit F4=Prompt F6=System           F16=Inv.Cal  ndar
 NX                                                             PTY __
 F3                                                             up
 F10=Attorney    F14=Docket Request    F16=Inv/Date  F20=File Maintenance   Help
MA      b                                                          09/008
Connected to remote server/host OSMSOUTH using port 23       \\SCAO\1N54QLS on Ne05:
```

The system has created the voucher and moved the amount into the “Amount vouchered” field. Press <F3> to exit.

Processing an Adjustment for RST Financial Orders:

The following will explain how to process an adjustment for a RST financial order.

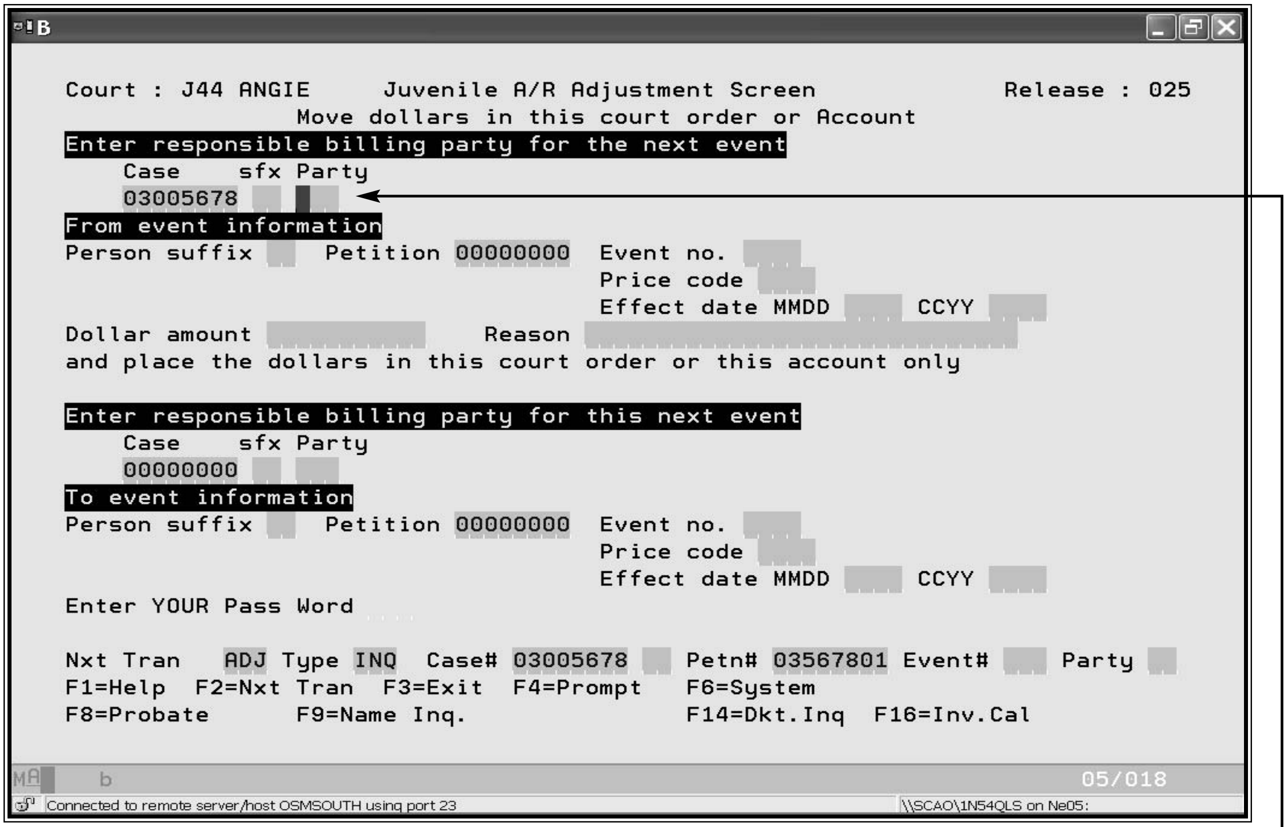
Accessing the ADJ Screen:

To access the master inquiry screen, insert **ADJ** in the Next Tran field and **INQ** in the type field as shown below and press <Enter>.

Juvenile Next Tran Line:

```
NXT TRAN     ADJ   TYPE INQ    CASE NBR   03005678 __  PET 00000000 EVT ____   PTY __
```

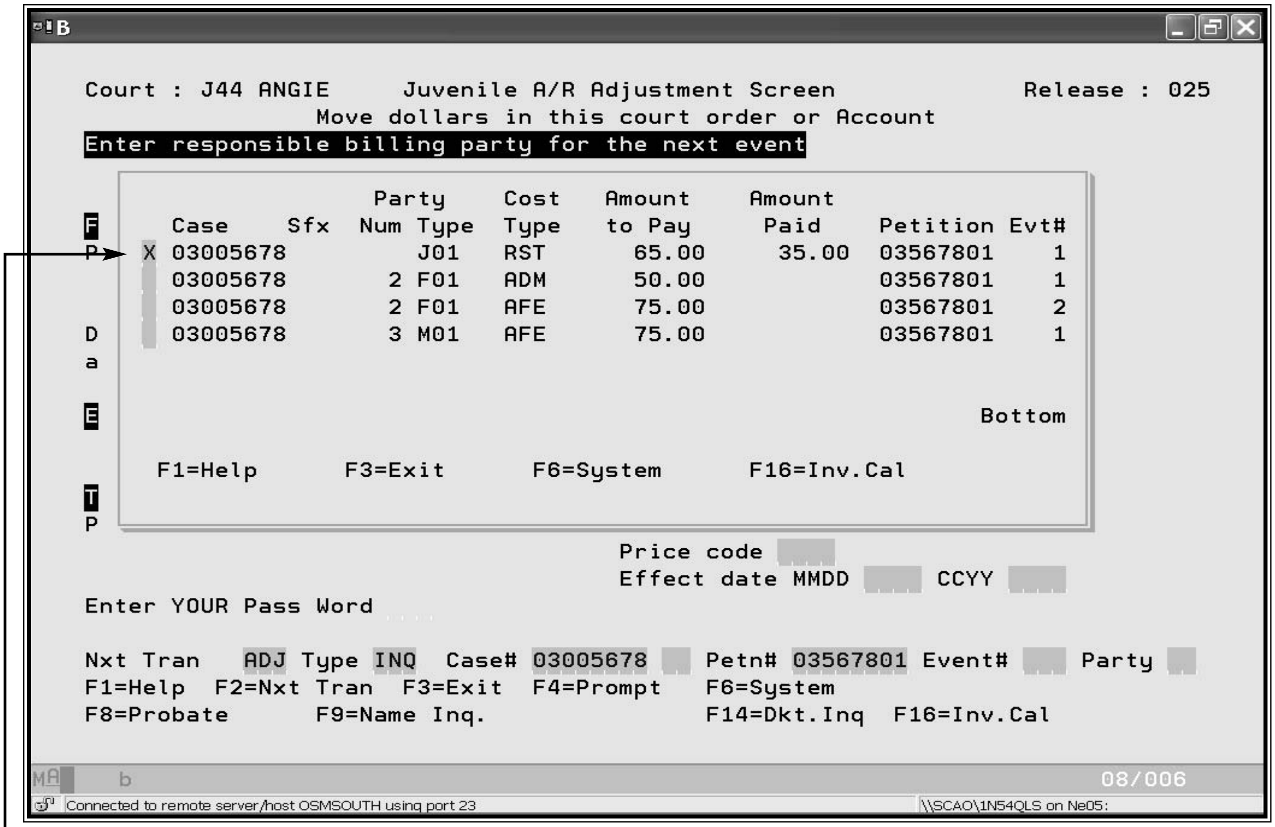
The following screen will be brought back to you, displaying the adjustment screen.



```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen            Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party
    03005678
From event information
Person suffix      Petition 00000000  Event no.
                                      Price code
                                      Effect date MMDD      CCYY
Dollar amount               Reason
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
    Case    sfx Party
    00000000
To event information
Person suffix      Petition 00000000  Event no.
                                      Price code
                                      Effect date MMDD      CCYY
Enter YOUR Pass Word

Nxt Tran   ADJ Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate       F9=Name Inq.              F14=Dkt.Inq  F16=Inv.Cal

MA     b                                                        05/018
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

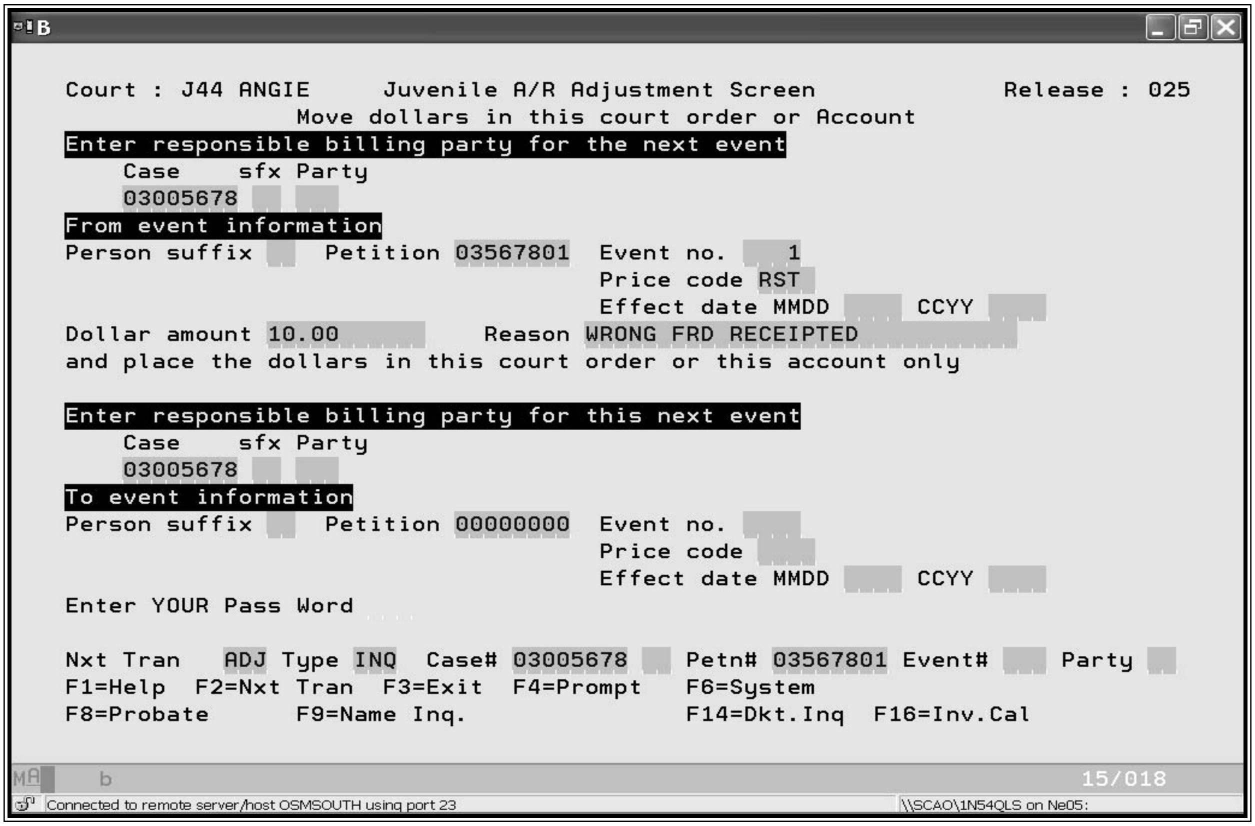
Enter the case number and suffix number in the case/sfx fields and then prompt <F4> on the "party field.

The system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen          Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event

                      Party    Cost   Amount     Amount
F     Case     Sfx   Num Type  Type   to Pay      Paid    Petition Evt#
P   X 03005678          J01    RST     65.00     35.00   03567801    1
      03005678        2 F01    ADM     50.00             03567801    1
      03005678        2 F01    AFE     75.00             03567801    2
D     03005678        3 M01    AFE     75.00             03567801    1
a

E                                                                Bottom

     F1=Help      F3=Exit      F6=System      F16=Inv.Cal
T
P
                                       Price code
                                       Effect date MMDD      CCYY
Enter YOUR Pass Word

Nxt Tran   ADJ Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.               F14=Dkt.Inq  F16=Inv.Cal
```

Enter an "X" to the left of the financial order that you want to adjust and then press <Enter>. The system will display the following screen.

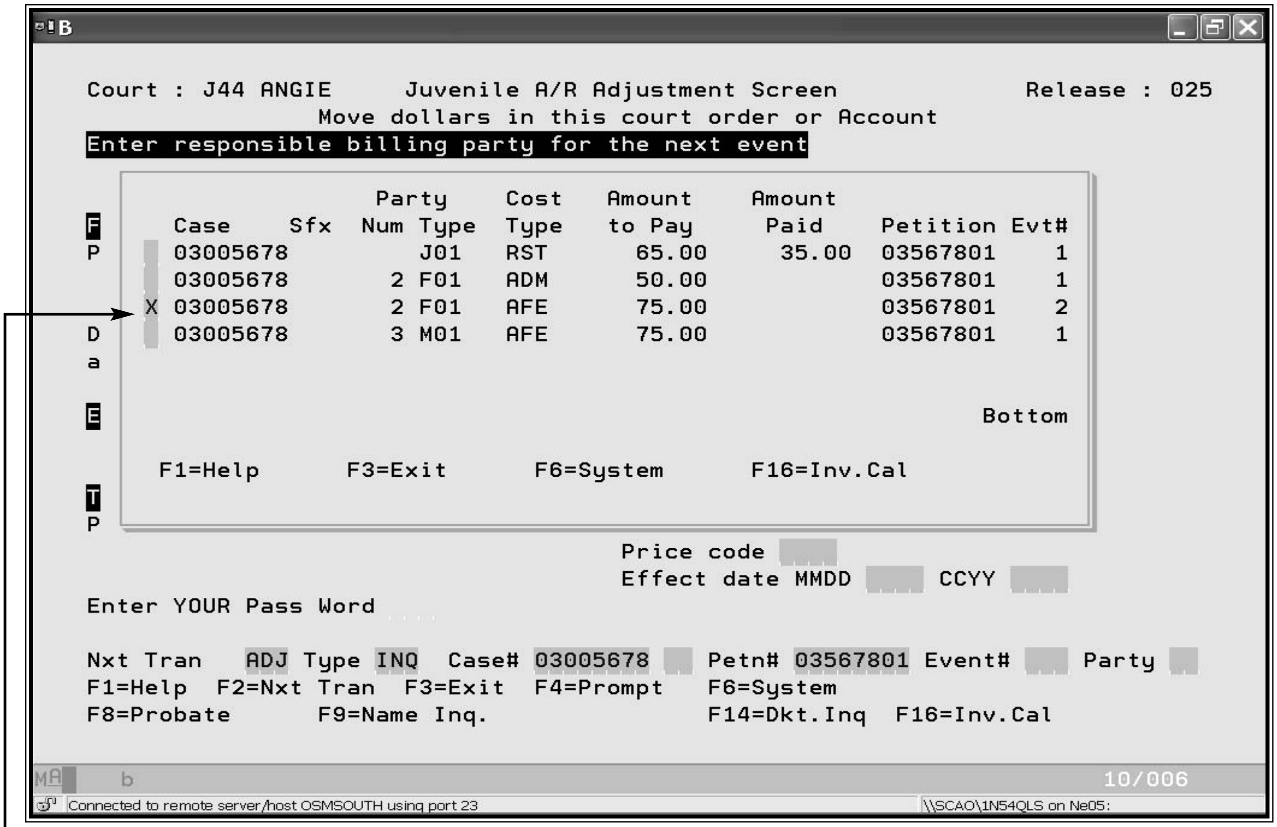


```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen          Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party
    03005678
From event information
Person suffix     Petition 03567801  Event no.     1
                                     Price code RST
                                     Effect date MMDD      CCYY
Dollar amount 10.00         Reason WRONG FRD RECEIPTED
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
    Case    sfx Party
    03005678
To event information
Person suffix     Petition 00000000  Event no.
                                     Price code
                                     Effect date MMDD      CCYY
Enter YOUR Pass Word

Nxt Tran   ADJ Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.               F14=Dkt.Inq  F16=Inv.Cal

MA    b                                                            15/018
Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:
```

The system has entered all information possible from the financial order. You must enter the following information:

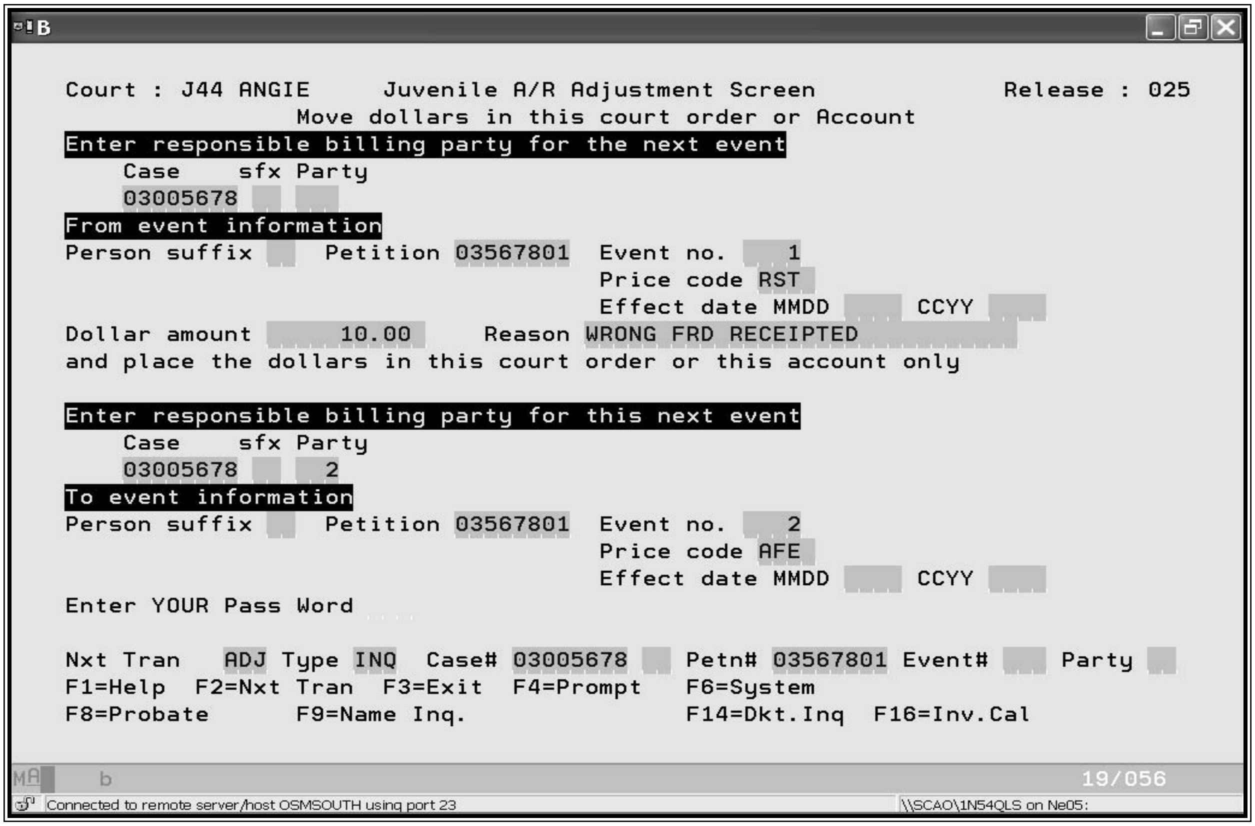
1. Effective Date (Only enter an effective date if there is one listed on the PRM screen for this price file).
2. Dollar amount to be credited.
3. Reason why this is being adjusted.
4. The Case/suffix number that this amount is being adjusted to as shown in the above screen.

Press <F4> for on the party field to select the financial order to adjust this money to. The system will display the following screen.



```
 Court : J44 ANGIE     Juvenile A/R Adjustment Screen          Release : 025
                 Move dollars in this court order or Account
 Enter responsible billing party for the next event

                       Party    Cost    Amount     Amount
 F     Case     Sfx   Num Type  Type   to Pay      Paid     Petition Evt#
 P     03005678            J01  RST      65.00     35.00   03567801    1
       03005678          2 F01  ADM      50.00             03567801    1
     X 03005678          2 F01  AFE      75.00             03567801    2
 D     03005678          3 M01  AFE      75.00             03567801    1
 a

 E                                                              Bottom

      F1=Help      F3=Exit      F6=System      F16=Inv.Cal

 T
 P
                                     Price code
                                     Effect date MMDD      CCYY
 Enter YOUR Pass Word

 Nxt Tran   ADJ Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
 F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
 F8=Probate      F9=Name Inq.               F14=Dkt.Inq  F16=Inv.Cal

 MA    b                                                      10/006
 Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

Enter an “X” to the left of the financial order that you want to adjust to and then press <Enter>. The system will display the following screen.

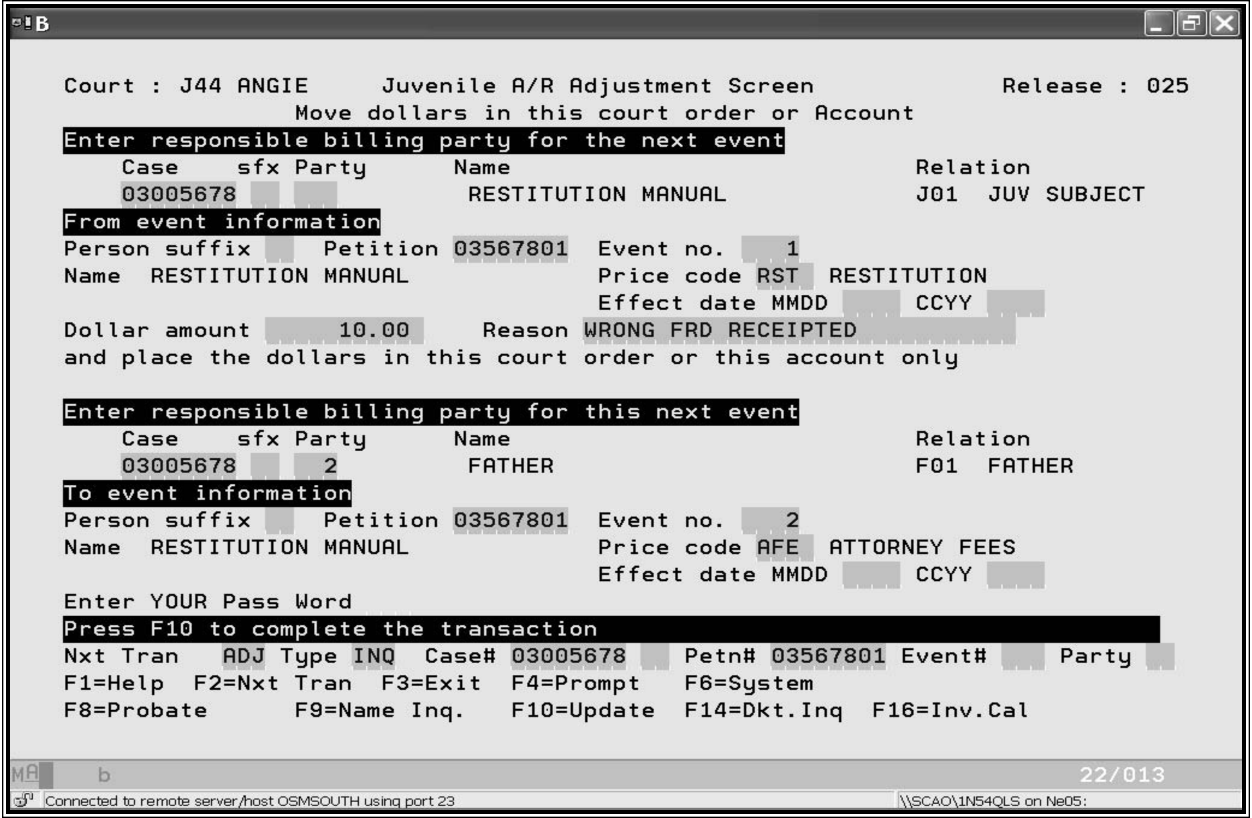


```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen           Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party
    03005678
From event information
Person suffix      Petition 03567801  Event no.     1
                                      Price code RST
                                      Effect date MMDD      CCYY
Dollar amount       10.00    Reason WRONG FRD RECEIPTED
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
    Case    sfx Party
    03005678      2
To event information
Person suffix      Petition 03567801  Event no.     2
                                      Price code AFE
                                      Effect date MMDD      CCYY
Enter YOUR Pass Word

Nxt Tran   ADJ Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.               F14=Dkt.Inq  F16=Inv.Cal
```

The system has entered all information possible from the financial order. You must enter the following information:

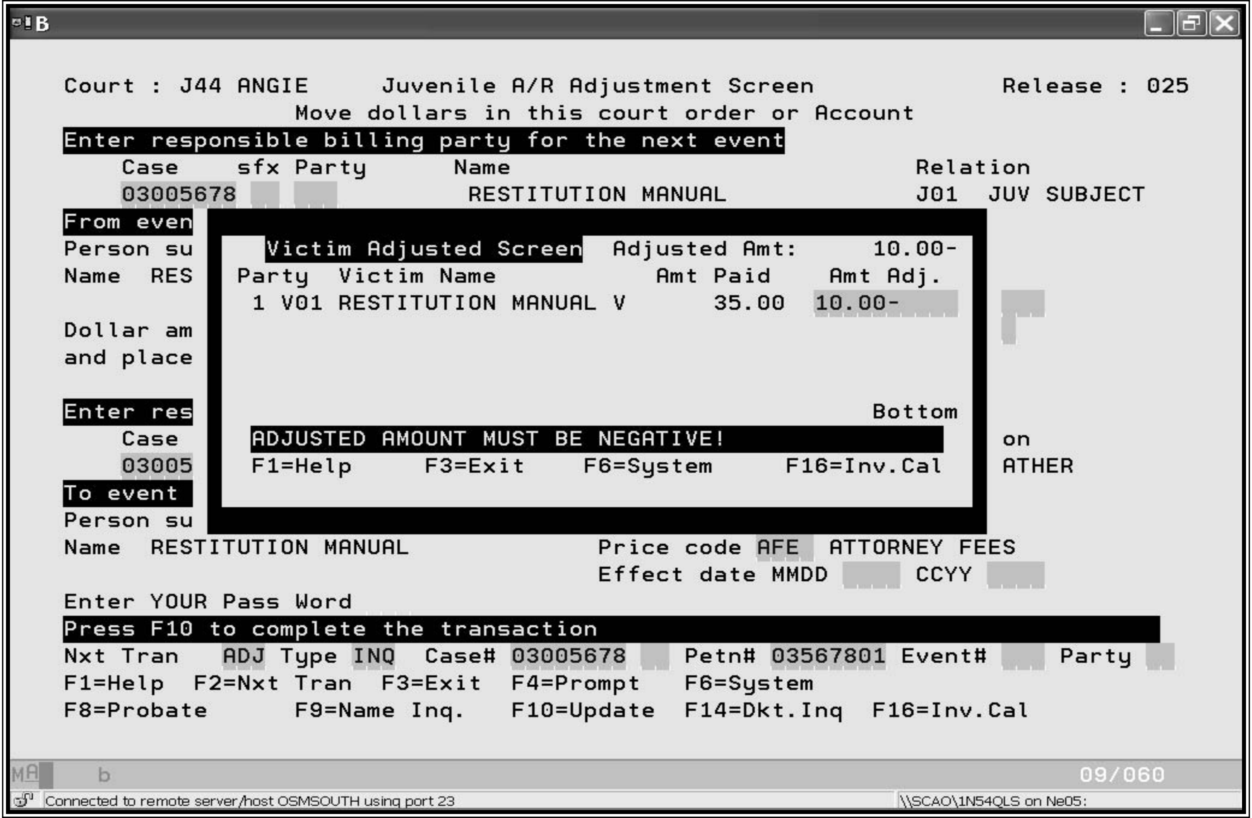
1. Effective Date (Only enter an effective date if there is one listed on the PRM screen for this price file).
2. Your financial password.

After verifying all information, press <Enter> and the system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen             Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party      Name                            Relation
    03005678                RESTITUTION MANUAL             J01  JUV SUBJECT
From event information
Person suffix     Petition 03567801  Event no.    1
Name  RESTITUTION MANUAL             Price code RST  RESTITUTION
                                     Effect date MMDD      CCYY
Dollar amount      10.00     Reason WRONG FRD RECEIPTED
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
    Case    sfx Party      Name                            Relation
    03005678      2         FATHER                         F01  FATHER
To event information
Person suffix     Petition 03567801  Event no.    2
Name  RESTITUTION MANUAL             Price code AFE  ATTORNEY FEES
                                     Effect date MMDD      CCYY
Enter YOUR Pass Word
Press F10 to complete the transaction
Nxt Tran   ADJ Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.   F10=Update  F14=Dkt.Inq  F16=Inv.Cal
```

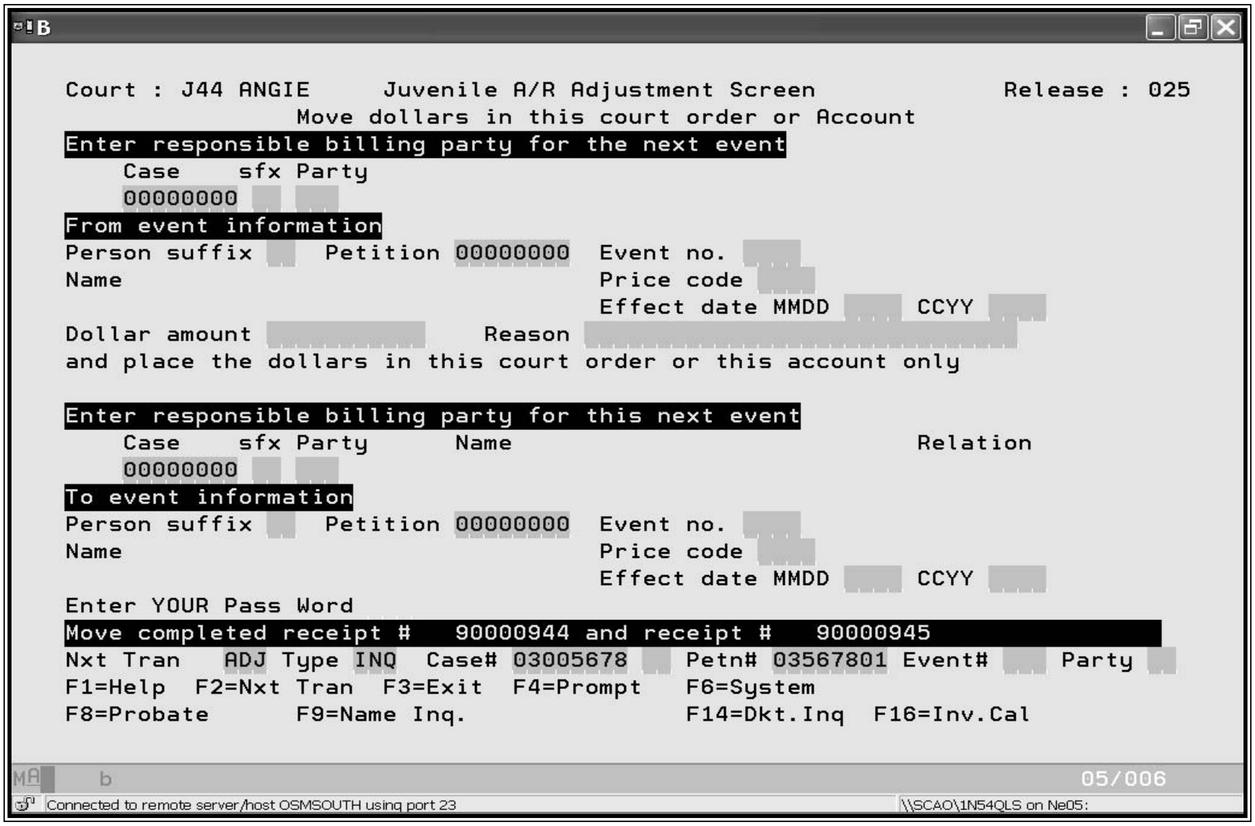
Press <F10> to update. The system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen            Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party      Name                            Relation
    03005678                RESTITUTION MANUAL              J01  JUV SUBJECT
From even
Person su    Victim Adjusted Screen  Adjusted Amt:     10.00-
Name  RES    Party  Victim Name          Amt Paid    Amt Adj.
               1 V01 RESTITUTION MANUAL V      35.00  10.00-
Dollar am
and place

Enter res                                             Bottom
    Case     ADJUSTED AMOUNT MUST BE NEGATIVE!                     on
    03005    F1=Help     F3=Exit    F6=System     F16=Inv.Cal      ATHER
To event
Person su
Name  RESTITUTION MANUAL             Price code AFE  ATTORNEY FEES
                                     Effect date MMDD      CCYY
Enter YOUR Pass Word
Press F10 to complete the transaction
Nxt Tran   ADJ Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.  F10=Update  F14=Dkt.Inq  F16=Inv.Cal
```

The victim adjusted screen displays. Enter the negative amount being adjusted as shown in the above screen.

As shown above, 10.00- needs to be adjusted. Adjust the total amount from either one or more victims and press <Enter>. The system will display the following screen.



```
Court : J44 ANGIE     Juvenile A/R Adjustment Screen           Release : 025
                Move dollars in this court order or Account
Enter responsible billing party for the next event
    Case    sfx Party
    00000000
From event information
Person suffix      Petition 00000000  Event no.
Name                                  Price code
                                      Effect date MMDD      CCYY
Dollar amount              Reason
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
    Case    sfx Party      Name                          Relation
    00000000
To event information
Person suffix      Petition 00000000  Event no.
Name                                  Price code
                                      Effect date MMDD      CCYY
Enter YOUR Pass Word
Move completed receipt #   90000944 and receipt #   90000945
Nxt Tran   ADJ Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt   F6=System
F8=Probate      F9=Name Inq.               F14=Dkt.Inq  F16=Inv.Cal
```

Displayed is the receipt number that is being printed for the adjustment.

NOTE: If adjusting from an RST order to an RST order the system will display an additional screen asking which victim to distribute the adjustment to. Enter the amount for those victims and press <Enter>. The system will then display the above screen.

Processing a Credit Memo for RST Financial Orders:

The following will explain how to process a credit memo for a RST financial order.

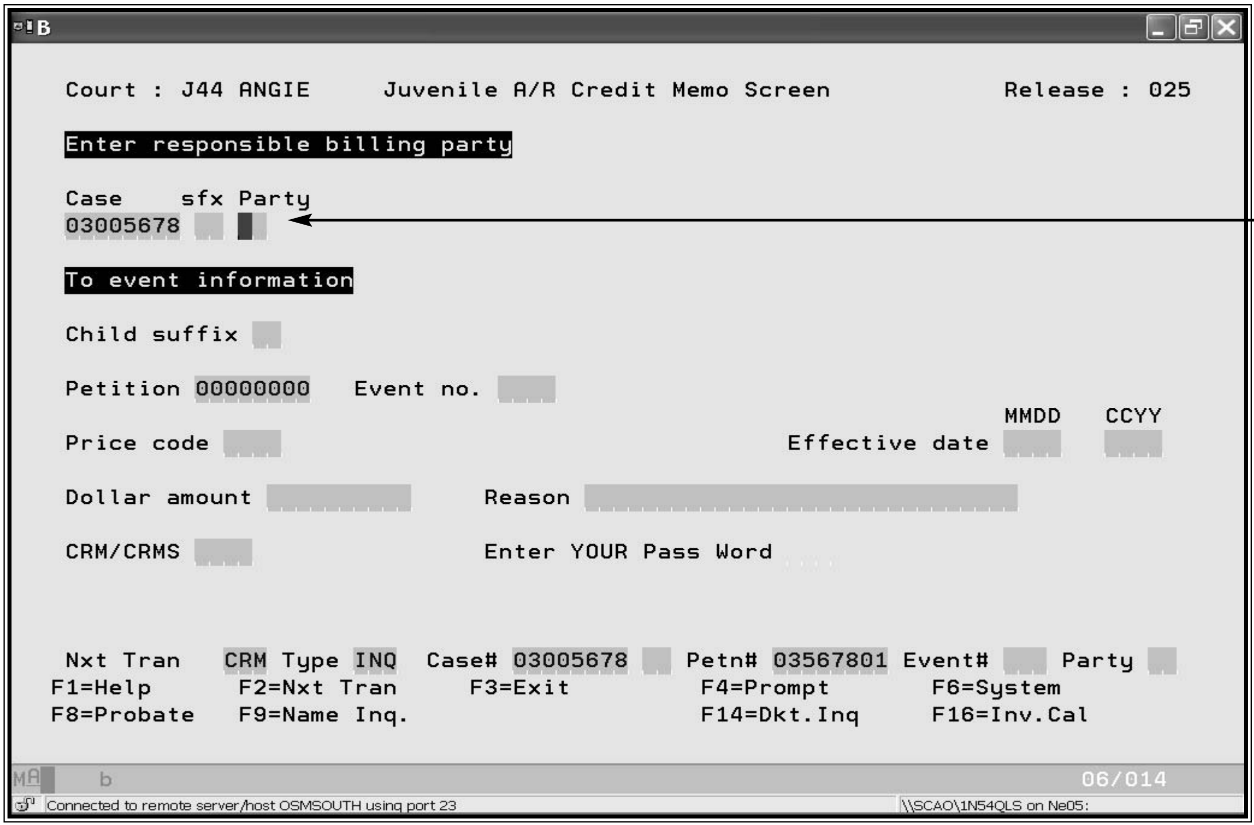
Accessing the CRM Screen:

To access the master inquiry screen, insert **ARP** in the Next Tran field and **INQ** in the type field as shown below and press <Enter>.

Juvenile Next Tran Line:

```
NXT TRAN    CRM  TYPE INQ   CASE NBR  03005678 __  PET 00000000 EVT ____   PTY __
```

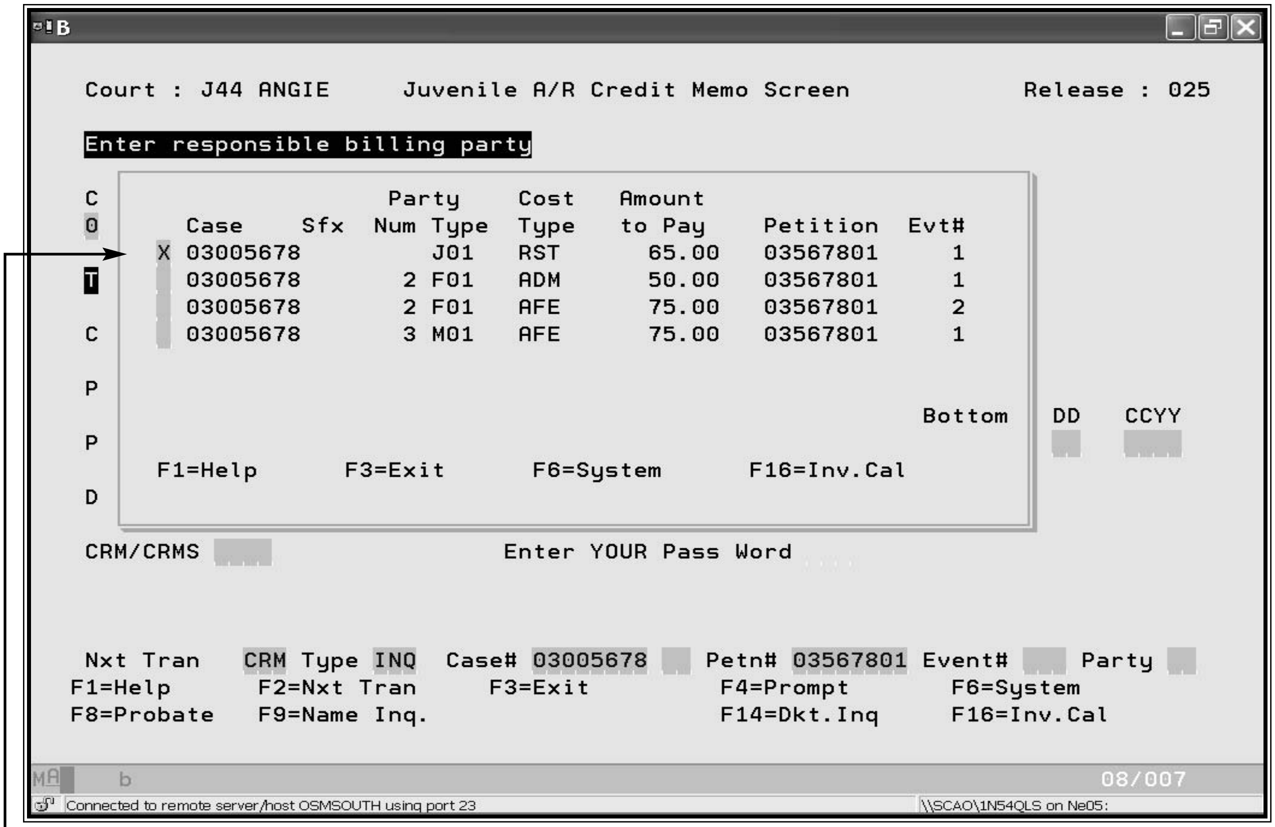
The following screen will be brought back to you, displaying the financial orders.



```
   Court : J44 ANGIE     Juvenile A/R Credit Memo Screen           Release : 025

   Enter responsible billing party

   Case    sfx Party
   03005678

   To event information

   Child suffix

   Petition 00000000   Event no.
                                                                MMDD    CCYY
   Price code                                      Effective date

   Dollar amount               Reason

   CRM/CRMS                    Enter YOUR Pass Word


   Nxt Tran    CRM Type INQ  Case# 03005678   Petn# 03567801 Event#     Party
  F1=Help      F2=Nxt Tran     F3=Exit          F4=Prompt       F6=System
  F8=Probate   F9=Name Inq.                     F14=Dkt.Inq     F16=Inv.Cal

MA    b                                                              06/014
Connected to remote server/host OSMSOUTH using port 23       \\SCAO\1N54QLS on Ne05:
```

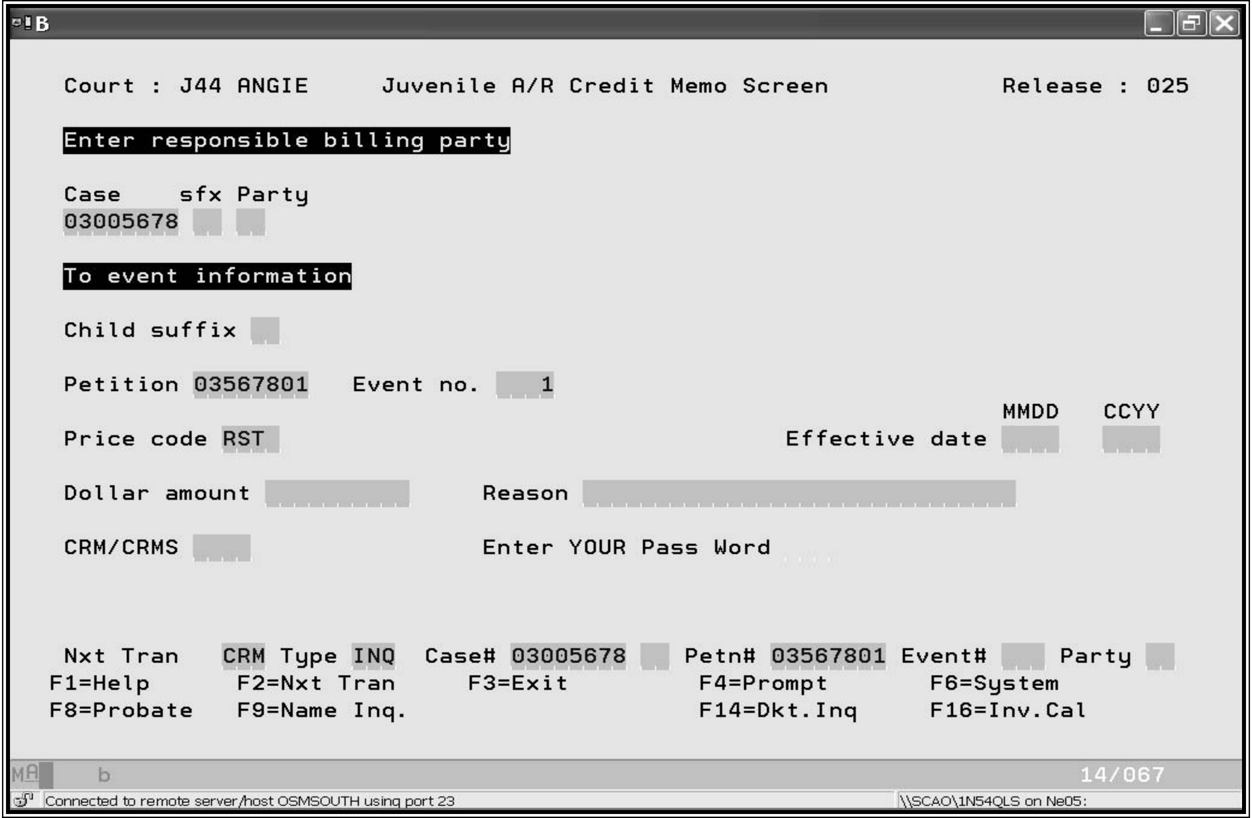
Enter the case number and suffix number in the case/sfx fields and then prompt <F4> on the “party field.

The system will display the following screen.



```
 Court : J44 ANGIE     Juvenile A/R Credit Memo Screen            Release : 025

 Enter responsible billing party

 C                    Party    Cost   Amount
 O      Case    Sfx  Num Type  Type   to Pay    Petition  Evt#
      X 03005678        J01    RST     65.00   03567801     1
 T      03005678      2 F01    ADM     50.00   03567801     1
        03005678      2 F01    AFE     75.00   03567801     2
 C      03005678      3 M01    AFE     75.00   03567801     1

 P
                                                          Bottom   DD   CCYY
 P
      F1=Help      F3=Exit      F6=System      F16=Inv.Cal
 D

 CRM/CRMS                     Enter YOUR Pass Word



 Nxt Tran   CRM Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
F1=Help      F2=Nxt Tran     F3=Exit         F4=Prompt       F6=System
F8=Probate   F9=Name Inq.                    F14=Dkt.Inq     F16=Inv.Cal

MA    b                                                              08/007
Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:
```

Enter an “X” to the left of the financial order that you want to credit and then press <Enter>. The system will display the following screen.

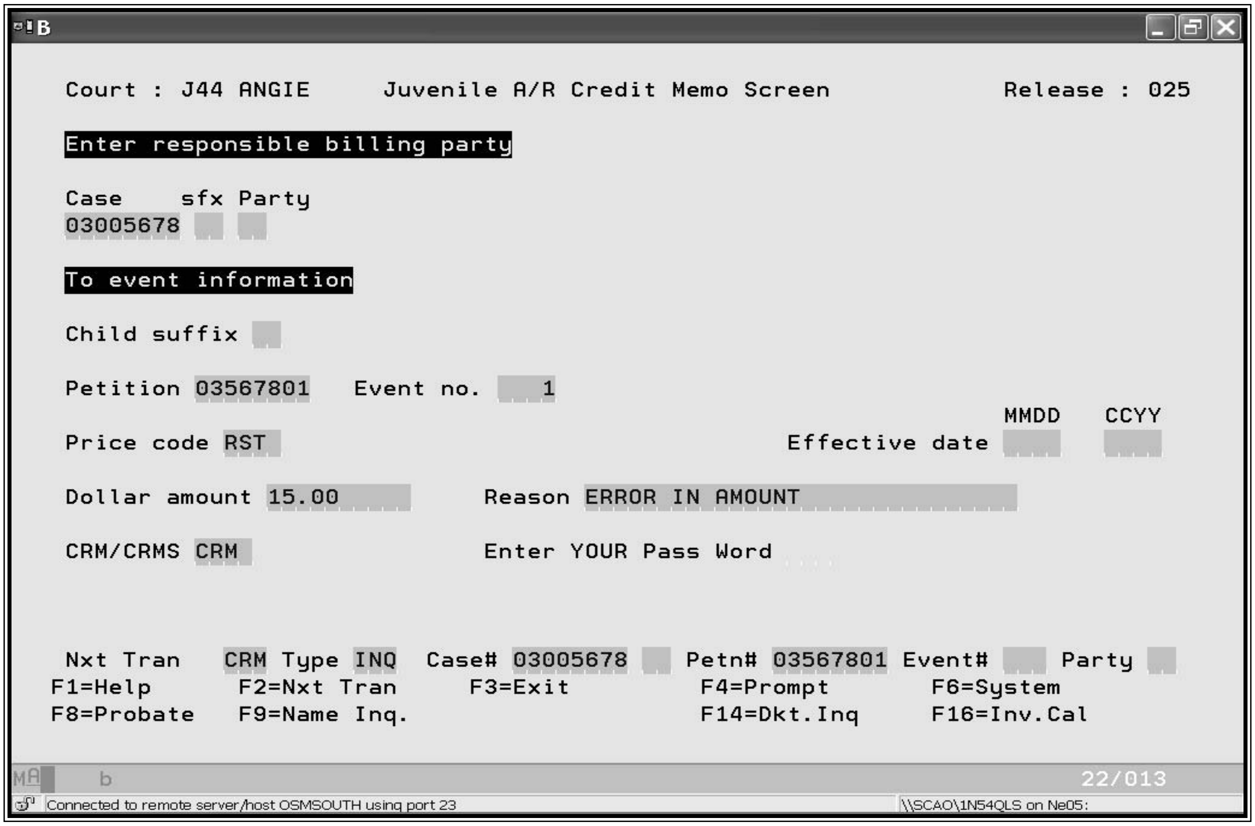


```
Court : J44 ANGIE     Juvenile A/R Credit Memo Screen          Release : 025

Enter responsible billing party

Case     sfx Party
03005678

To event information

Child suffix

Petition 03567801   Event no.    1
                                                              MMDD   CCYY
Price code RST                                 Effective date

Dollar amount              Reason

CRM/CRMS                   Enter YOUR Pass Word



 Nxt Tran   CRM Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
F1=Help      F2=Nxt Tran     F3=Exit          F4=Prompt        F6=System
F8=Probate   F9=Name Inq.                     F14=Dkt.Inq      F16=Inv.Cal

MA    b                                                             14/067
Connected to remote server/host OSMSOUTH using port 23         \\SCAO\1N54QLS on Ne05:
```

The system has entered all information possible from the financial order. You must enter the following information:

1. Effective Date (Only enter an effective date if there is one listed on the PRM screen for this price file).
2. Dollar amount to be credited.
3. If this is a CRM/CRMS.
4. Your financial password.

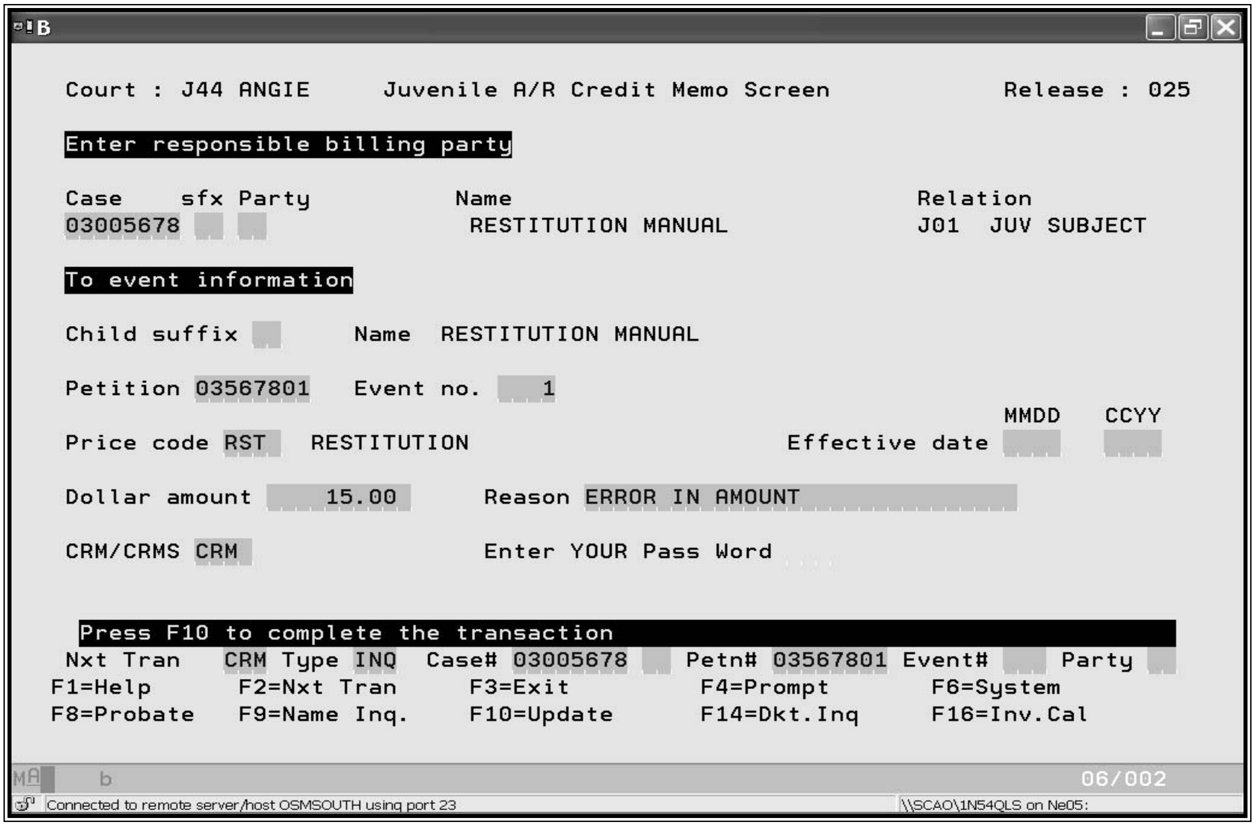
After you have entered the above information, your screen should resemble the following screen.



```
   Court : J44 ANGIE     Juvenile A/R Credit Memo Screen            Release : 025

   Enter responsible billing party

   Case    sfx Party
   03005678

   To event information

   Child suffix

   Petition 03567801   Event no.    1
                                                                 MMDD   CCYY
   Price code RST                              Effective date

   Dollar amount 15.00        Reason ERROR IN AMOUNT

   CRM/CRMS CRM               Enter YOUR Pass Word


   Nxt Tran   CRM Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
  F1=Help      F2=Nxt Tran     F3=Exit         F4=Prompt       F6=System
  F8=Probate   F9=Name Inq.                    F14=Dkt.Inq     F16=Inv.Cal
```

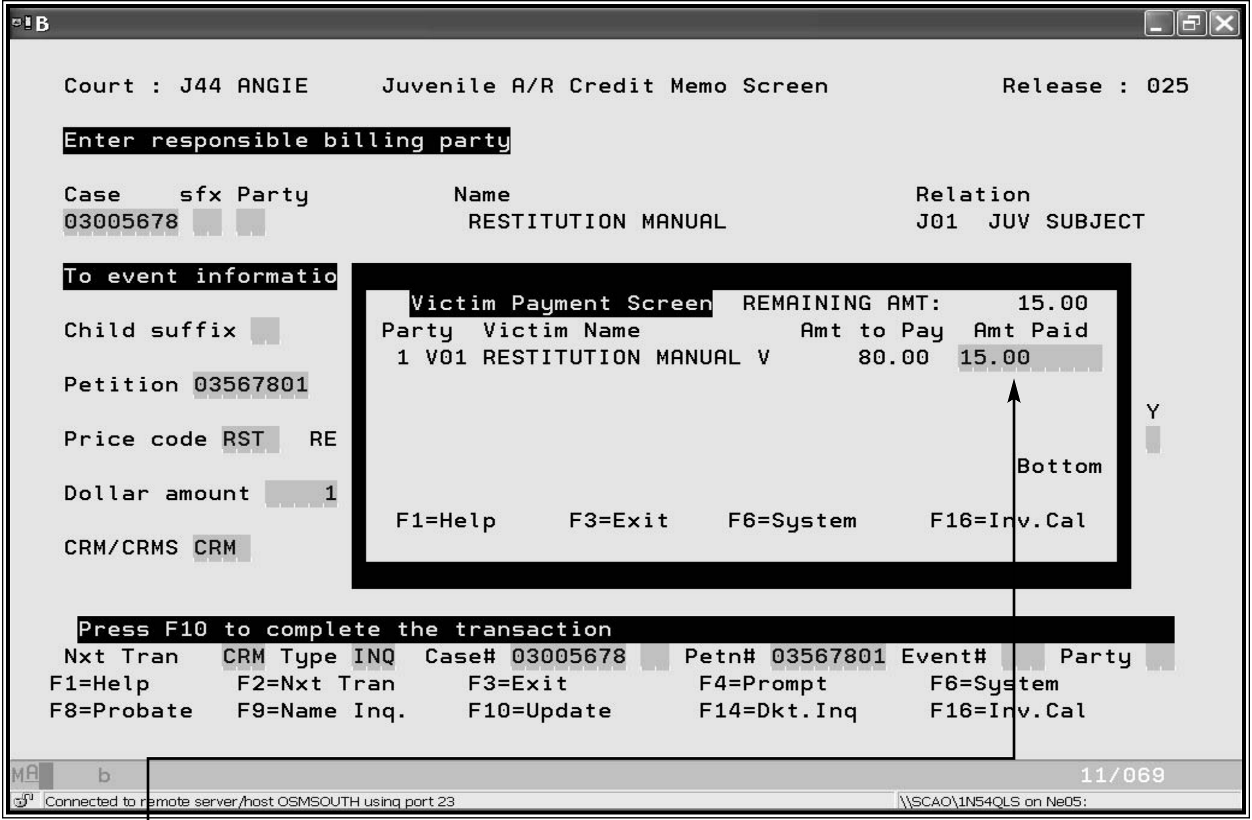
MA b 22/013
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

Verify that all information is correct and then press <Enter> . The system will evaluate your entries and either return a message or display the following screen.


B
MA
b
06/002
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

```
 Court : J44 ANGIE     Juvenile A/R Credit Memo Screen          Release : 025

 Enter responsible billing party

 Case    sfx Party          Name                           Relation
 03005678                    RESTITUTION MANUAL            J01  JUV SUBJECT

 To event information

 Child suffix       Name  RESTITUTION MANUAL

 Petition 03567801   Event no.    1
                                                                MMDD   CCYY
 Price code RST   RESTITUTION                    Effective date

 Dollar amount     15.00      Reason ERROR IN AMOUNT

 CRM/CRMS CRM                 Enter YOUR Pass Word


  Press F10 to complete the transaction
 Nxt Tran    CRM Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
F1=Help      F2=Nxt Tran      F3=Exit         F4=Prompt       F6=System
F8=Probate   F9=Name Inq.     F10=Update      F14=Dkt.Inq     F16=Inv.Cal
```

Press <F10> to update. The system will display the following screen.



```
 Court : J44 ANGIE     Juvenile A/R Credit Memo Screen          Release : 025

 Enter responsible billing party

 Case    sfx Party          Name                           Relation
 03005678                    RESTITUTION MANUAL             J01  JUV SUBJECT

 To event informatio
                          Victim Payment Screen  REMAINING AMT:      15.00
 Child suffix            Party  Victim Name          Amt to Pay  Amt Paid
                           1 V01 RESTITUTION MANUAL V      80.00  15.00
 Petition 03567801
                                                                             Y
 Price code RST   RE
                                                                   Bottom
 Dollar amount      1
                            F1=Help     F3=Exit     F6=System     F16=Inv.Cal
 CRM/CRMS CRM


  Press F10 to complete the transaction
 Nxt Tran   CRM Type INQ  Case# 03005678    Petn# 03567801 Event#     Party
F1=Help      F2=Nxt Tran     F3=Exit        F4=Prompt       F6=System
F8=Probate   F9=Name Inq.    F10=Update     F14=Dkt.Inq     F16=Inv.Cal

MA    b                                                              11/069
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

The system will display all victims attached to this financial order and the amount remaining to be paid to them. Enter the amount that each victim should be credited and then press <Enter>. The system will process the credit memo and print a credit receipt for your records.

NOTE: Until you press <Enter> after distributing the money, the system has not processed the credit. If at any time you want to cancel this transaction, press <F3> and the system will cancel the credit memo.

Facility Vendor Voucher:

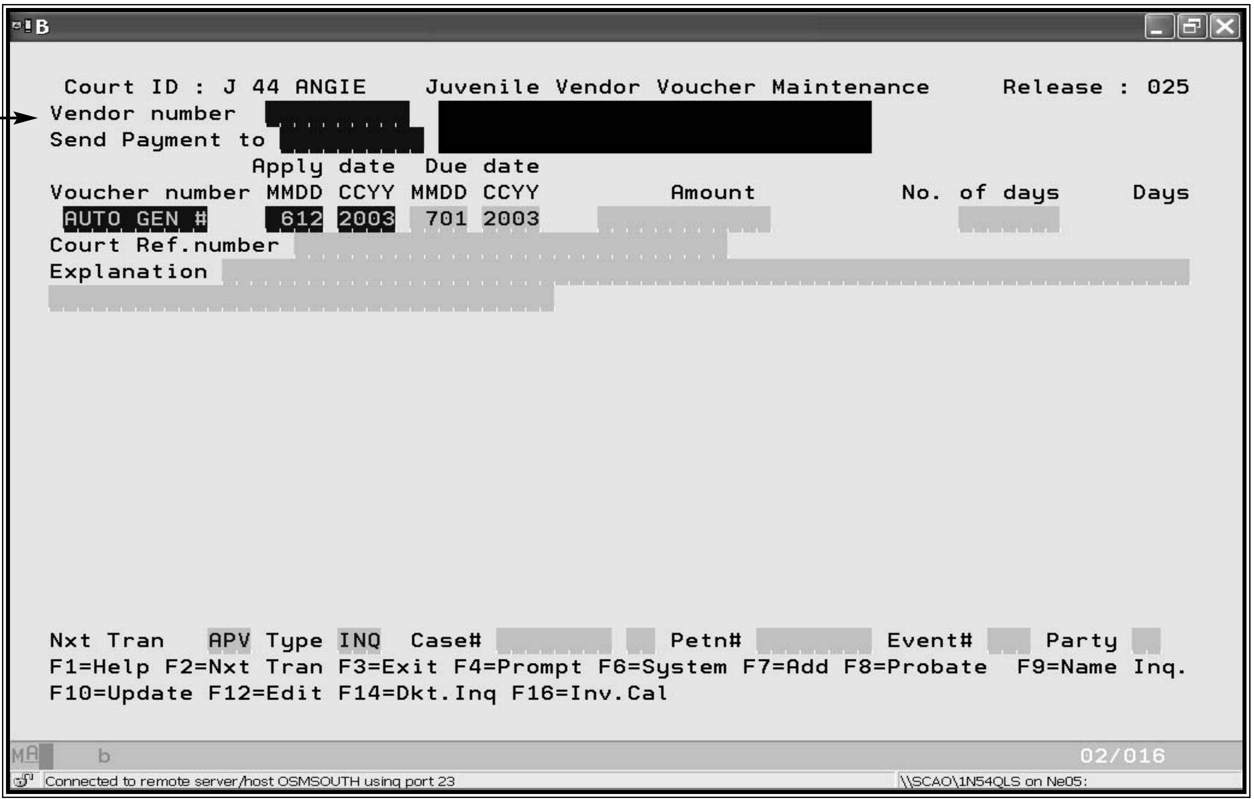
From the Next Tran Line, enter the following information.

```
NXT TRAN     APV   TYPE ADD    CASE NBR   03012345 __  PET 03012345 EVT ____   PTY __
```

You will need to know the following information before completing this process:

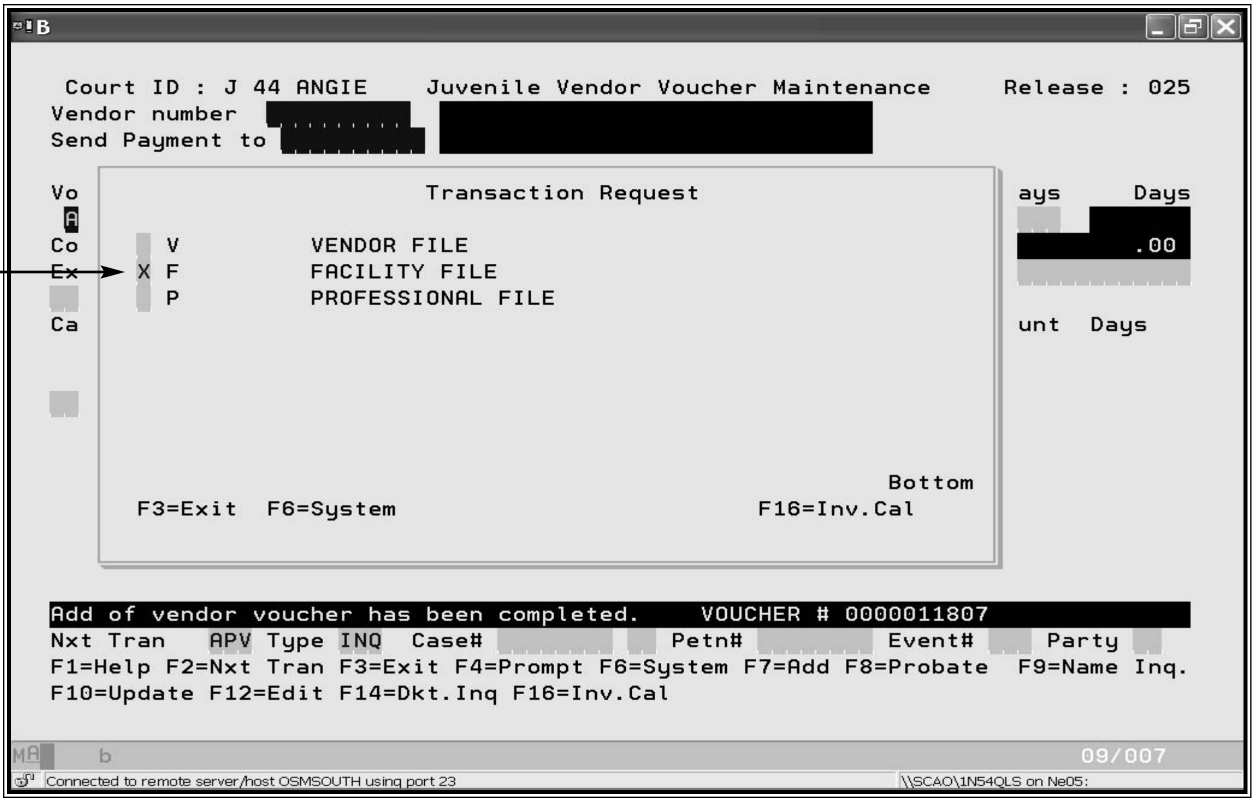
1. Case Name

Press <Enter> and the system will display the following screen.



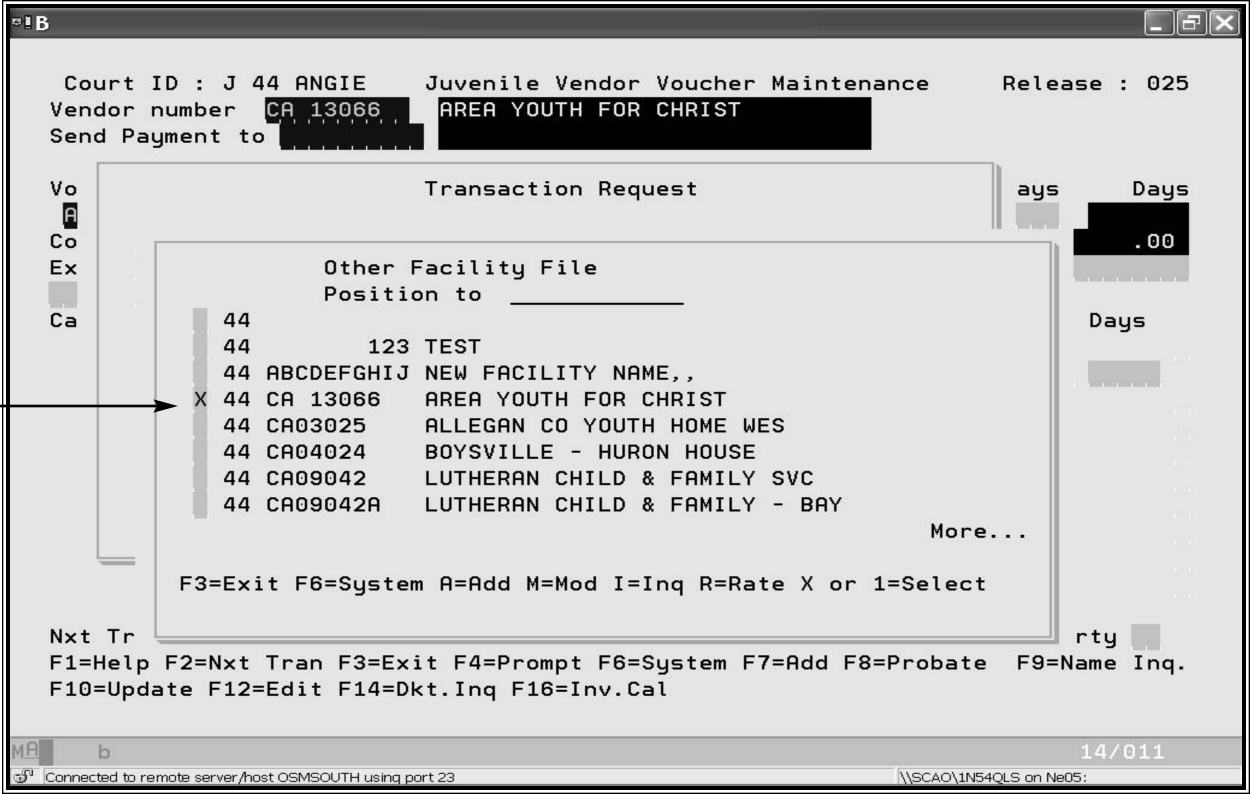
```
  Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
 Vendor number  ..........  [redacted]
 Send Payment to ..........
              Apply date  Due date
 Voucher number MMDD CCYY MMDD CCYY          Amount          No. of days     Days
  AUTO GEN #     612 2003  701 2003
 Court Ref.number
 Explanation



 Nxt Tran   APV Type INQ  Case#            Petn#           Event#      Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
 F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
MA    b                                                                02/016
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

To create a voucher we need the vendor number. If you do not know the vendor number you must prompt <F4> on the vendor number field. The system will display the following screen.



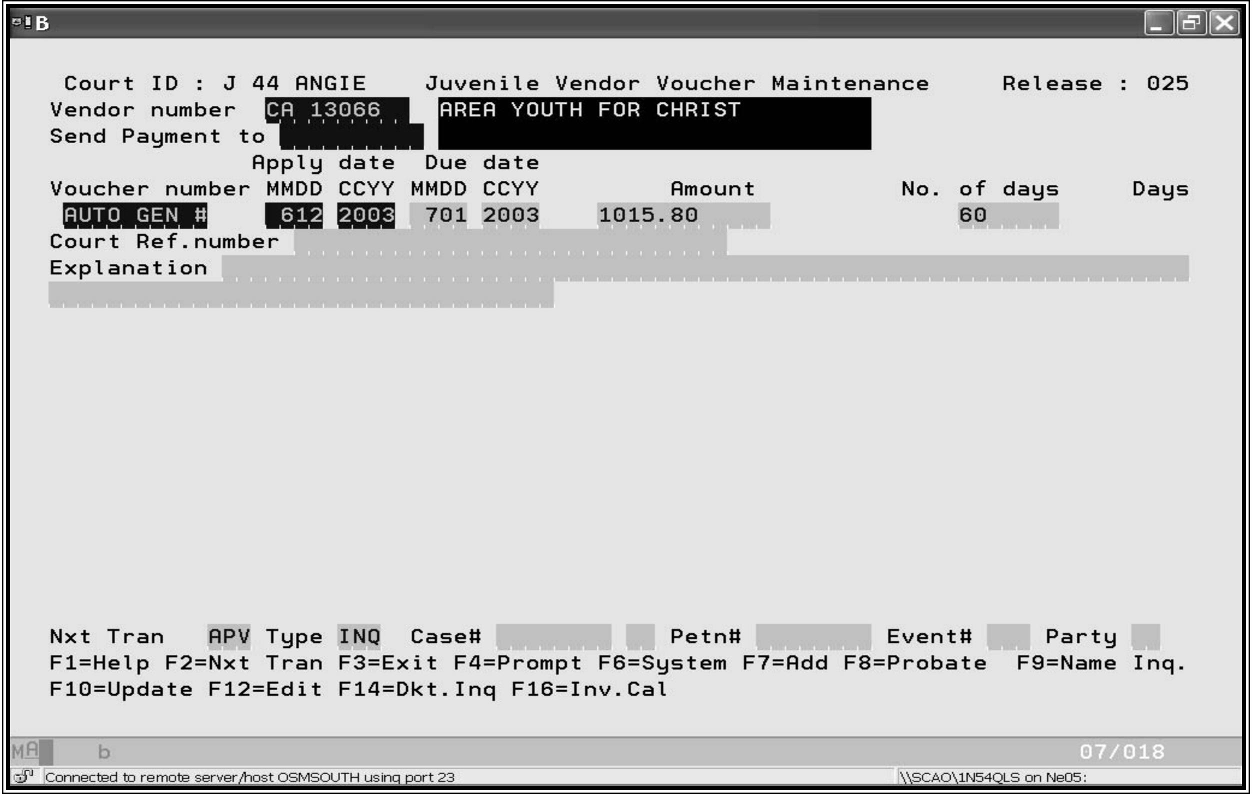
```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number [redacted] [redacted]
Send Payment to [redacted]

Vo                       Transaction Request                      ays      Days
A
Co    V          VENDOR FILE                                                .00
Ex  X F          FACILITY FILE
      P          PROFESSIONAL FILE
Ca                                                                unt   Days




                                                           Bottom
   F3=Exit  F6=System                               F16=Inv.Cal

Add of vendor voucher has been completed.     VOUCHER # 0000011807
Nxt Tran   APV Type INQ  Case#            Petn#           Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA    b                                                                 09/007
Connected to remote server/host OSMSOUTH using port 23         \\SCAO\1N54QLS on Ne05:
```

Place an “X” beside the facility file and press <Enter>. The system will display the following screen.



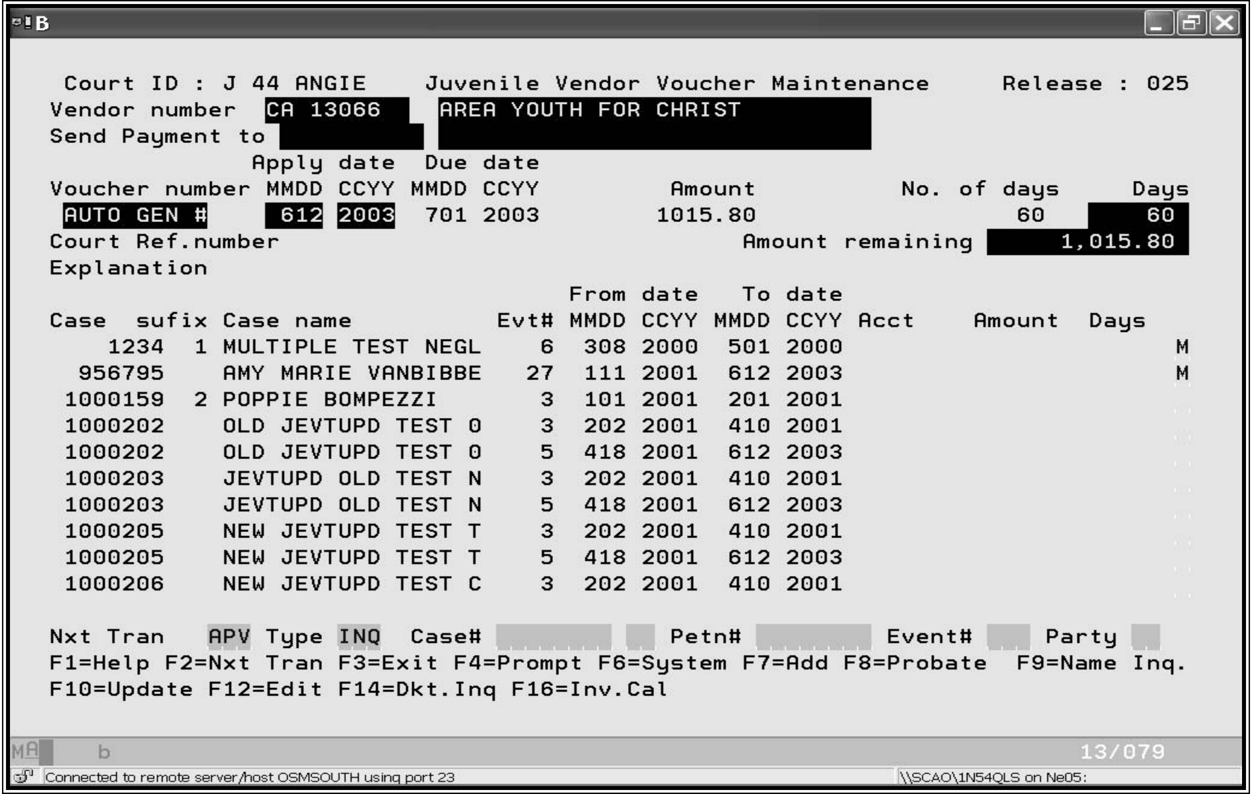
```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  CA 13066    AREA YOUTH FOR CHRIST
Send Payment to

Vo                    Transaction Request                      ays     Days
A
Co                                                                      .00
Ex             Other Facility File
               Position to  ____________
Ca          44                                                        Days
            44         123 TEST
            44 ABCDEFGHIJ NEW FACILITY NAME,,
          X 44 CA 13066   AREA YOUTH FOR CHRIST
            44 CA03025    ALLEGAN CO YOUTH HOME WES
            44 CA04024    BOYSVILLE - HURON HOUSE
            44 CA09042    LUTHERAN CHILD & FAMILY SVC
            44 CA09042A   LUTHERAN CHILD & FAMILY - BAY
                                                         More...

          F3=Exit F6=System A=Add M=Mod I=Inq R=Rate X or 1=Select

Nxt Tr                                                          rty
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA    b                                                         14/011
Connected to remote server/host OSMSOUTH using port 23    \\SCAO\1N54QLS on Ne05:
```

You can search for your facility by name or by facility number. Once you have selected the facility you want to process this voucher for, place an "X" beside the facility and press <Enter>. The system will display the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  CA 13066    AREA YOUTH FOR CHRIST
Send Payment to
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY         Amount          No. of days     Days
 AUTO GEN #     612 2003  701 2003    1015.80                  60
Court Ref.number
Explanation




Nxt Tran   APV Type INQ  Case#              Petn#           Event#     Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA     b                                                                07/018
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

Enter the amount to be vouchered and the number of days that the amount is for and press <Enter>. The system will display the following screen.

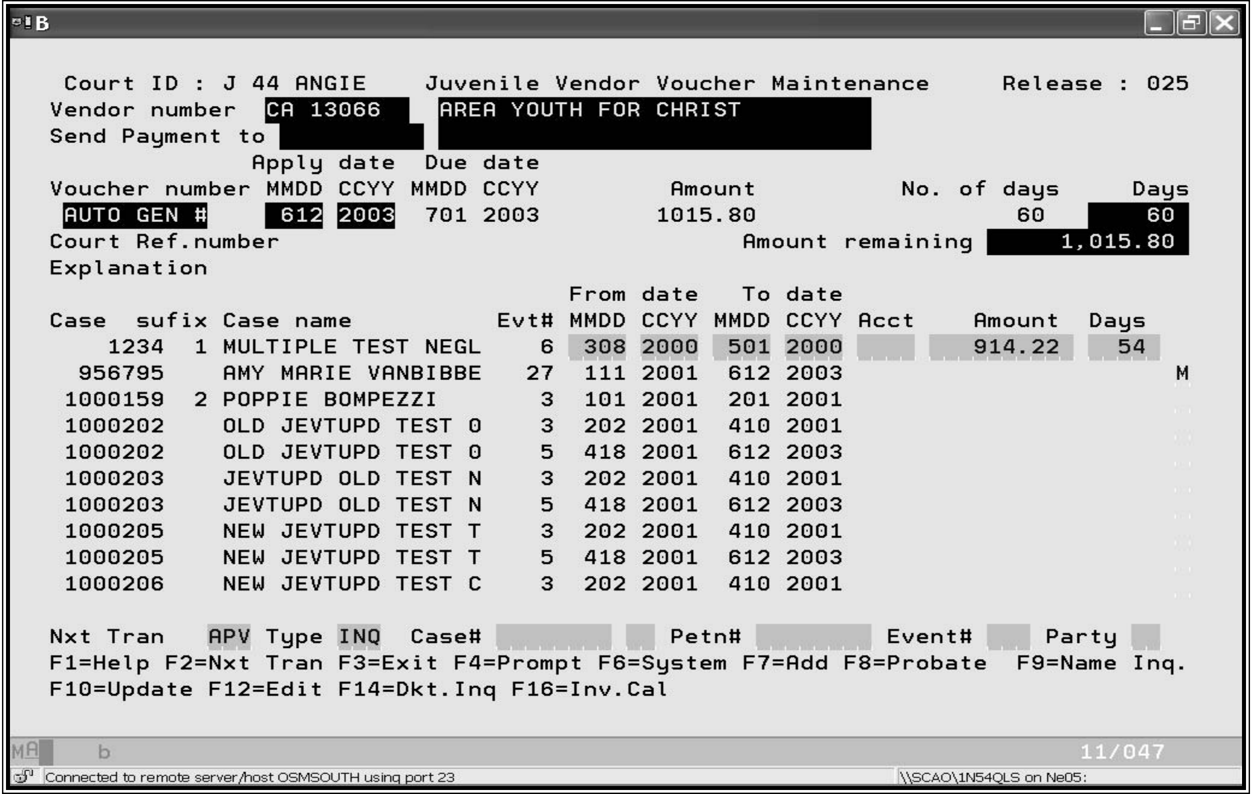


```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  CA 13066    AREA YOUTH FOR CHRIST
Send Payment to
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY         Amount          No. of days     Days
 AUTO GEN #     612 2003  701 2003        1015.80                  60        60
Court Ref.number                                Amount remaining       1,015.80
Explanation
                                      From date   To date
Case  sufix Case name          Evt# MMDD CCYY MMDD CCYY Acct    Amount  Days
    1234  1 MULTIPLE TEST NEGL    6  308 2000  501 2000                      M
  956795    AMY MARIE VANBIBBE   27  111 2001  612 2003                      M
 1000159  2 POPPIE BOMPEZZI       3  101 2001  201 2001
 1000202    OLD JEVTUPD TEST O    3  202 2001  410 2001
 1000202    OLD JEVTUPD TEST O    5  418 2001  612 2003
 1000203    JEVTUPD OLD TEST N    3  202 2001  410 2001
 1000203    JEVTUPD OLD TEST N    5  418 2001  612 2003
 1000205    NEW JEVTUPD TEST T    3  202 2001  410 2001
 1000205    NEW JEVTUPD TEST T    5  418 2001  612 2003
 1000206    NEW JEVTUPD TEST C    3  202 2001  410 2001

Nxt Tran    APV Type INQ  Case#            Petn#          Event#     Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
```

The system is telling us that we have $1015.80 left that needs to be vouchered out. To do this, we need to apply charges to specific cases to reduce the amount to zero.

The system will bring in every child that has a Placement Change Notice event placing them in this facility. This voucher may be for just one of these children or it may be for some or all children. You will need to enter an "M" on the right hand side of the name (all names if more than one child is being added to this voucher) The system will return the following screen for you. The system works with one page at a time. If you do not see the child or children on the current page, process the children on this page then press <Enter>, the system will then display each additional page. Each child on the page needs to be processed before pressing <Enter> to go on to the next page of PCN's.

NOTE: If the child's name does not appear that you are creating the voucher for, make sure that there is a PCN event placing the child into this facility. If the name does not appear, the case may have been closed. After 60 days the system will take the names off of the Voucher screen. You can always press <F7> to add a name that does not appear. If there are days left to be paid the system will display them.



```
B

  Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
 Vendor number  CA 13066    AREA YOUTH FOR CHRIST
 Send Payment to
              Apply date  Due date
 Voucher number MMDD CCYY MMDD CCYY         Amount          No. of days     Days
  AUTO GEN #      612 2003  701 2003       1015.80                   60       60
 Court Ref.number                                 Amount remaining      1,015.80
 Explanation
                                        From date   To date
 Case  sufix Case name           Evt# MMDD CCYY MMDD CCYY Acct     Amount   Days
     1234  1 MULTIPLE TEST NEGL     6  308 2000  501 2000          914.22     54
   956795    AMY MARIE VANBIBBE    27  111 2001  612 2003                        M
  1000159  2 POPPIE BOMPEZZI        3  101 2001  201 2001
  1000202    OLD JEVTUPD TEST O     3  202 2001  410 2001
  1000202    OLD JEVTUPD TEST O     5  418 2001  612 2003
  1000203    JEVTUPD OLD TEST N     3  202 2001  410 2001
  1000203    JEVTUPD OLD TEST N     5  418 2001  612 2003
  1000205    NEW JEVTUPD TEST T     3  202 2001  410 2001
  1000205    NEW JEVTUPD TEST T     5  418 2001  612 2003
  1000206    NEW JEVTUPD TEST C     3  202 2001  410 2001

 Nxt Tran    APV Type INQ  Case#             Petn#          Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
 F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA    b                                                                11/047
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

The system has opened up the fields on the first child that you selected. You will work on each child separately. The second child selected will be completed after we have finished with the first child and press <Enter>.

~From Date~

This is the date the voucher is starting with. This date will be either the first date of placement or it will be the first date that has not been vouchered for. Every time a voucher is processed this date will increase. If the facility is requesting to be paid from April 1, 2000 through April 2, 2000, the from date would be April 1, 2000.

~To Date~

This is the date that the facility is requesting to be paid through. This date will be either the last date of placement or if the child is currently in placement at this facility it will be the current date. In this case, we are paying for one day so we would enter April 2, 2000 in the To Date field. Remember that the system pays for the day in and not the day out.

Example: If a facility invoices you for April 1, 2000 through April 30, 2000 and the child is still placed in that facility, in order to pay for the entire month of April your TO DATE needs to reflect the date of May 1, 2000 in order to pay for April 30, 2000.

~ACCT~

This is the Account that you want to pay for this child out of. Press <F4> for a list of valid Accounts.

~Amount~

This field will be filled in by the system with the total amount owed for the entire time period this child has been placed and not vouchered for. This amount may be different than the amount that you are paying. You cannot pay more for placement than is listed in this field. Make sure that either the Per diem rate in the facility file is correct or the Special Rate field on the Event Screen reflects the correct amount being charged per day or you could run into trouble when closing this placement out.

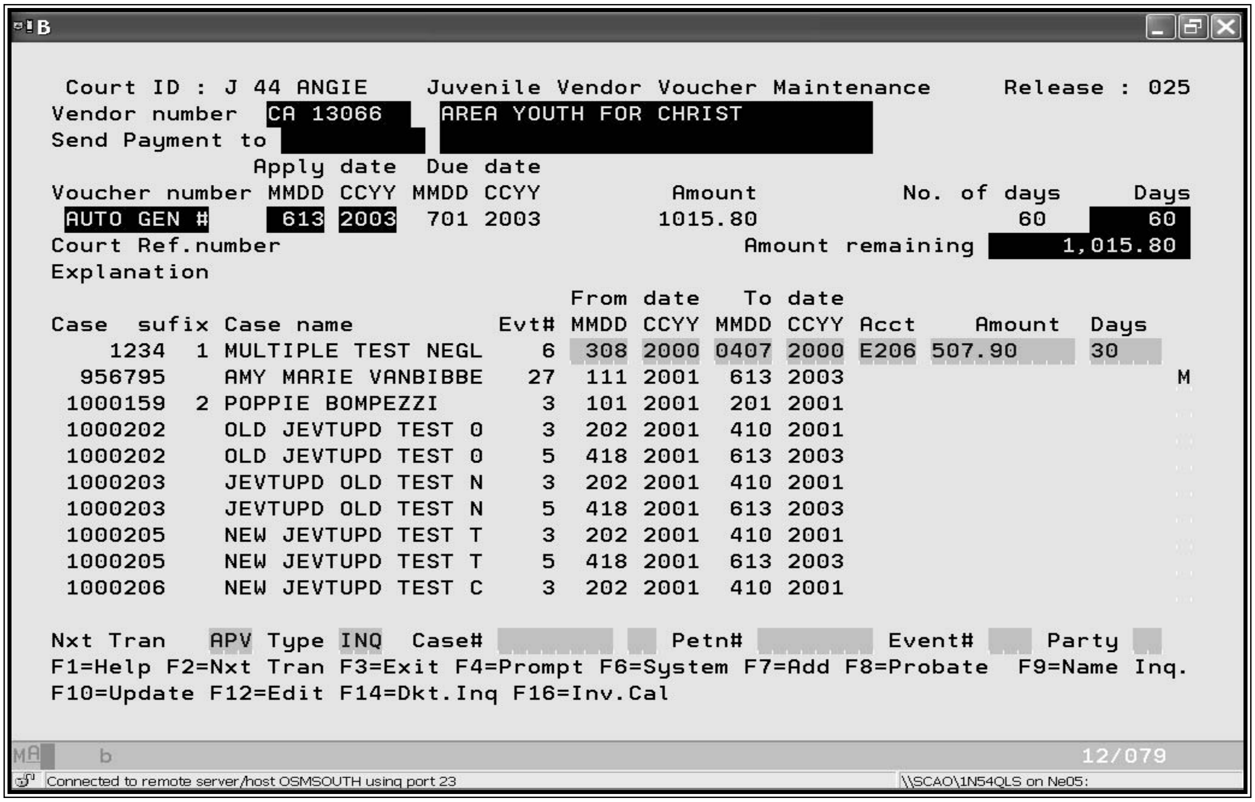
~Days~

This field will be filled in by the system telling you how many days are available to be vouchered for. If you are not vouchering for the entire time period that the child is in placement then you will need to change this field to the actual number of days that you are vouchering for. Remember that the system pays for the day in and not the day out. There are three options that can be used in the DAYS field. If you are paying for an actual night stay or bed, you will always use the actual number of days.

1. 9999 = This is used for normal vouchers, non-placement vouchers. This tells the system to track the amount only and that the number of days is not important.

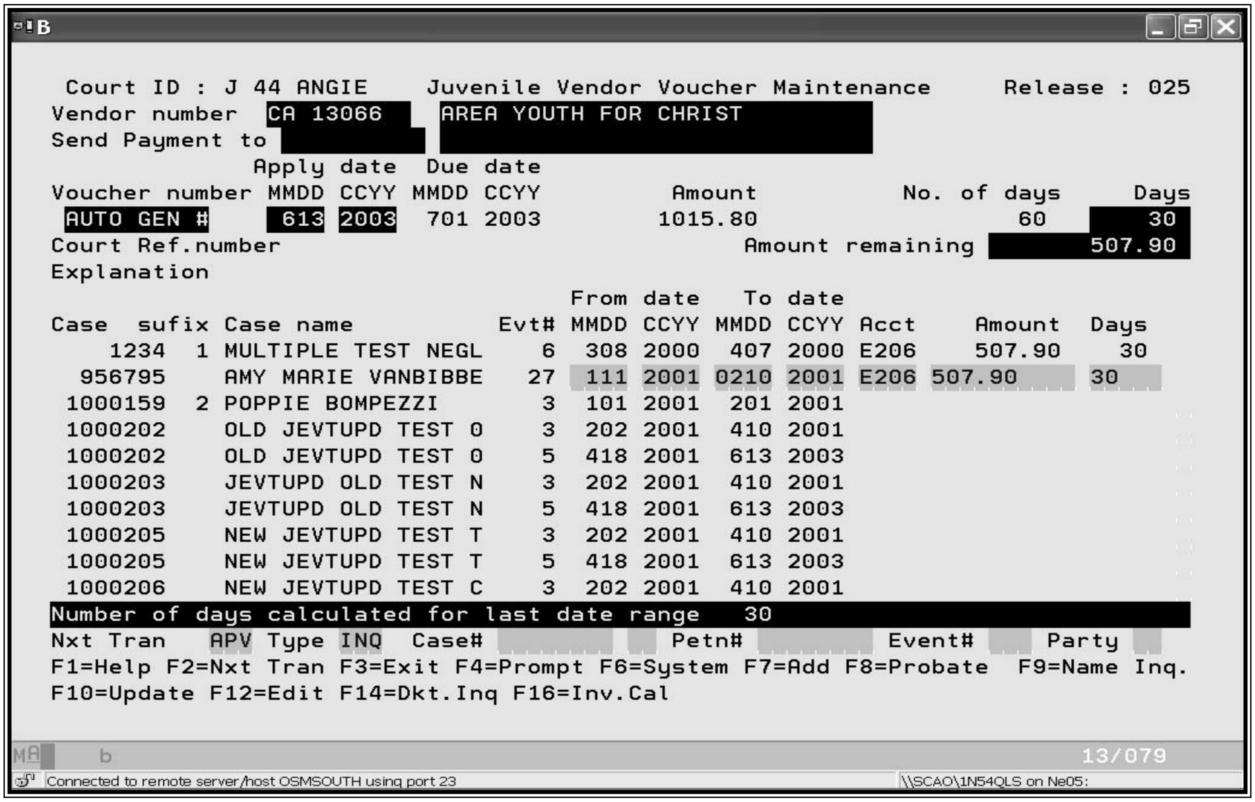
2. 8888 = This is used for tracking number of days on the DSS 207 report that is not related to placements. This tells the system that we want to track the amount and the number of days for this voucher. A valid date range is necessary for this option to work.

3. Actual Number of Days = This is used for Facility Vouchers. Enter the exact amount of days that you are paying for a child to be in placement. This number and amount are tracked by the DSS 207. The date range must be equal to the amount of days entered. Remember that the system pays for the day in and not the day out.



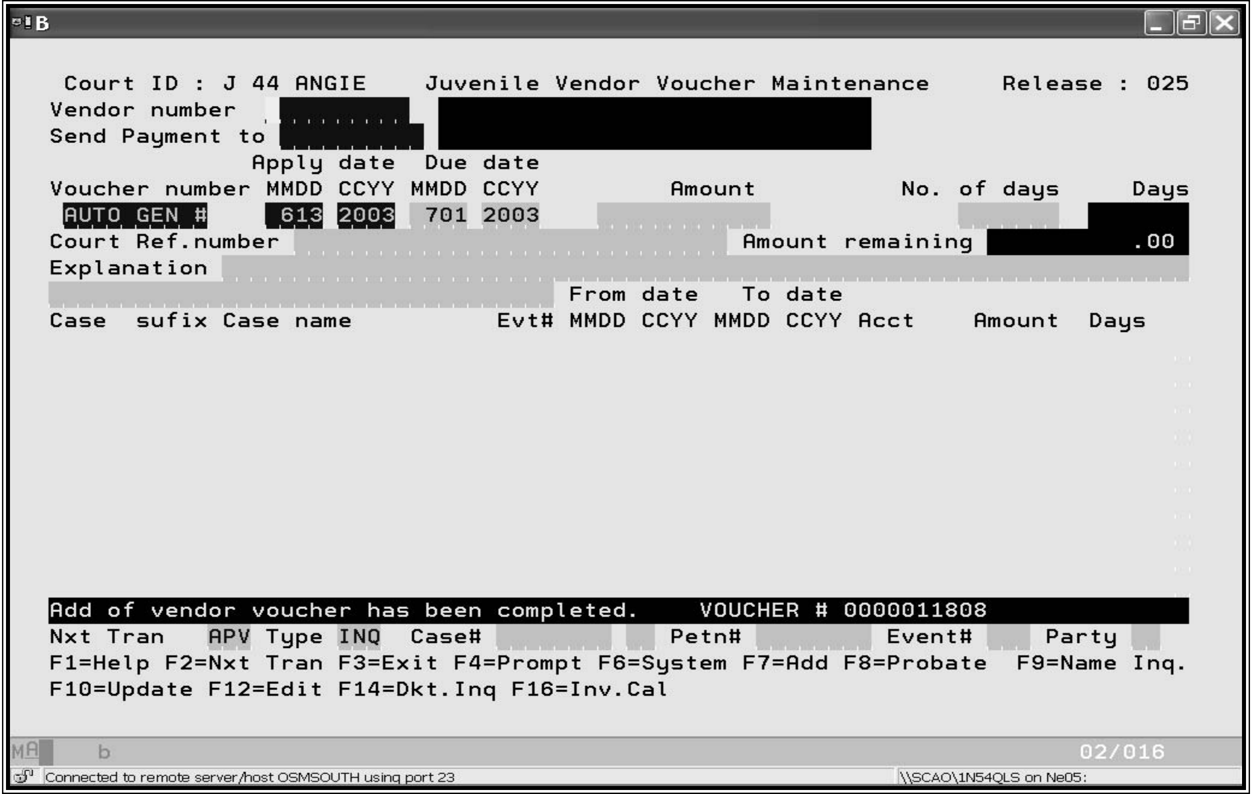
```
  Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
 Vendor number  CA 13066    AREA YOUTH FOR CHRIST
 Send Payment to
              Apply date  Due date
 Voucher number MMDD CCYY MMDD CCYY         Amount          No. of days     Days
  AUTO GEN #     613 2003  701 2003        1015.80                  60        60
 Court Ref.number                                Amount remaining       1,015.80
 Explanation
                                      From date   To date
 Case  sufix Case name          Evt# MMDD CCYY MMDD CCYY Acct    Amount   Days
     1234  1 MULTIPLE TEST NEGL    6  308 2000 0407 2000 E206 507.90      30
   956795    AMY MARIE VANBIBBE   27  111 2001  613 2003                        M
  1000159  2 POPPIE BOMPEZZI       3  101 2001  201 2001
  1000202    OLD JEVTUPD TEST 0    3  202 2001  410 2001
  1000202    OLD JEVTUPD TEST 0    5  418 2001  613 2003
  1000203    JEVTUPD OLD TEST N    3  202 2001  410 2001
  1000203    JEVTUPD OLD TEST N    5  418 2001  613 2003
  1000205    NEW JEVTUPD TEST T    3  202 2001  410 2001
  1000205    NEW JEVTUPD TEST T    5  418 2001  613 2003
  1000206    NEW JEVTUPD TEST C    3  202 2001  410 2001

 Nxt Tran   APV Type INQ  Case#              Petn#          Event#      Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
 F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
```

After you have entered all information, press <Enter>. The system will display the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  CA 13066   AREA YOUTH FOR CHRIST
Send Payment to
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY          Amount          No. of days     Days
 AUTO GEN #      613 2003  701 2003        1015.80                   60       30
Court Ref.number                                 Amount remaining         507.90
Explanation
                                          From date   To date
Case  sufix Case name               Evt# MMDD CCYY MMDD CCYY Acct      Amount  Days
    1234  1 MULTIPLE TEST NEGL         6  308 2000  407 2000 E206      507.90    30
   956795   AMY MARIE VANBIBBE        27  111 2001 0210 2001 E206 507.90       30
  1000159 2 POPPIE BOMPEZZI            3  101 2001  201 2001
  1000202   OLD JEVTUPD TEST O         3  202 2001  410 2001
  1000202   OLD JEVTUPD TEST O         5  418 2001  613 2003
  1000203   JEVTUPD OLD TEST N         3  202 2001  410 2001
  1000203   JEVTUPD OLD TEST N         5  418 2001  613 2003
  1000205   NEW JEVTUPD TEST T         3  202 2001  410 2001
  1000205   NEW JEVTUPD TEST T         5  418 2001  613 2003
  1000206   NEW JEVTUPD TEST C         3  202 2001  410 2001
Number of days calculated for last date range   30
Nxt Tran    APV Type INQ  Case#              Petn#            Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
```

The system is displaying that 507.90 and 30 days has been charged off but the remaining must be charged off before the voucher can be processed. Modify each additional child until the balance reaches .00 and then press <F10>. The system will process the voucher and display the following screen.



```
  Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
 Vendor number  [redacted]
 Send Payment to [redacted]  [redacted]
              Apply date  Due date
 Voucher number MMDD CCYY MMDD CCYY         Amount          No. of days      Days
  AUTO GEN #      613 2003  701 2003
 Court Ref.number                                 Amount remaining            .00
 Explanation
                                   From date   To date
 Case   sufix Case name           Evt# MMDD CCYY MMDD CCYY Acct     Amount   Days













 Add of vendor voucher has been completed.     VOUCHER # 0000011808
 Nxt Tran   APV Type INQ  Case#                Petn#          Event#      Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
 F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA    b                                                                   02/016
Connected to remote server/host OSMSOUTH using port 23       \\SCAO\1N54QLS on Ne05:
```

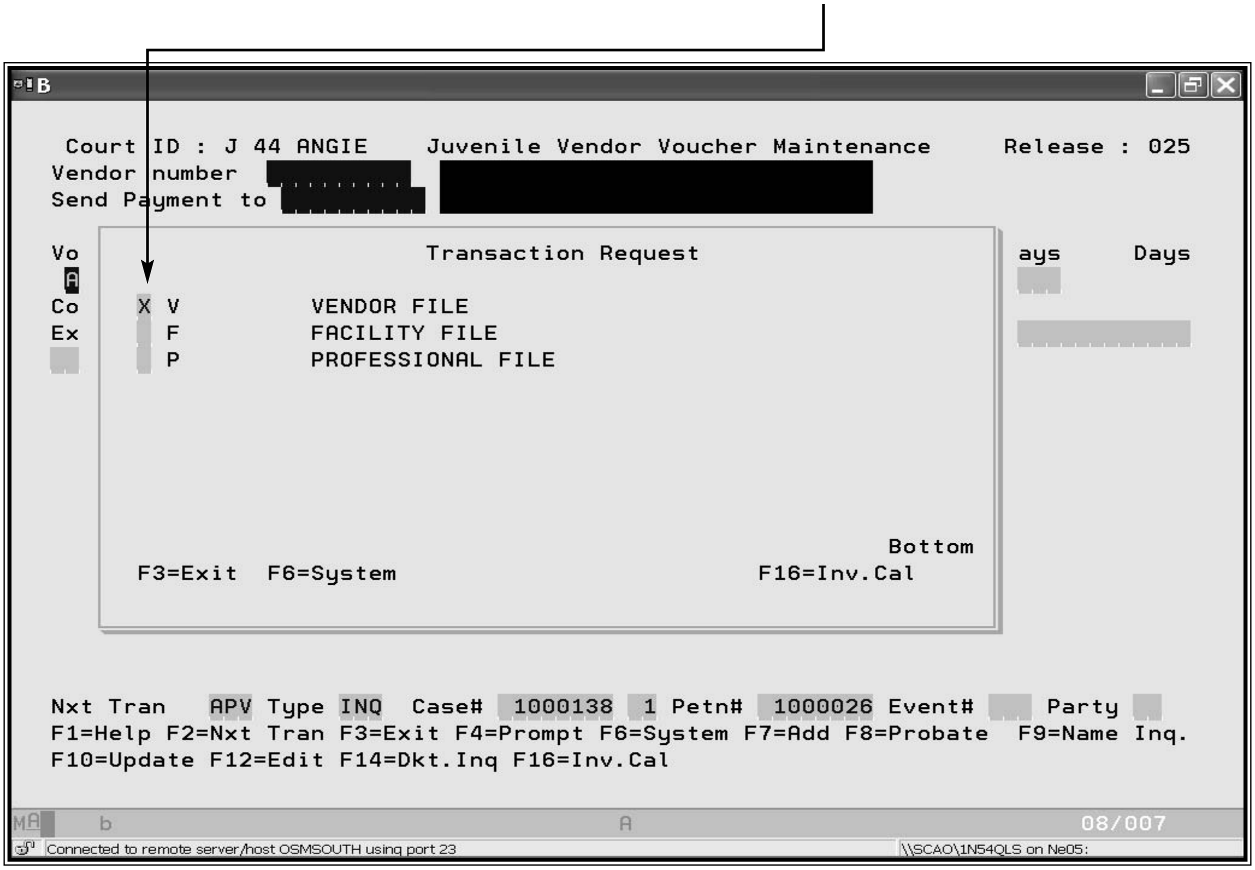
Example of a Regular Vendor Voucher:

From the Next Tran Line, insert **APV** in the Next Tran field and press <Enter>.

Juvenile:

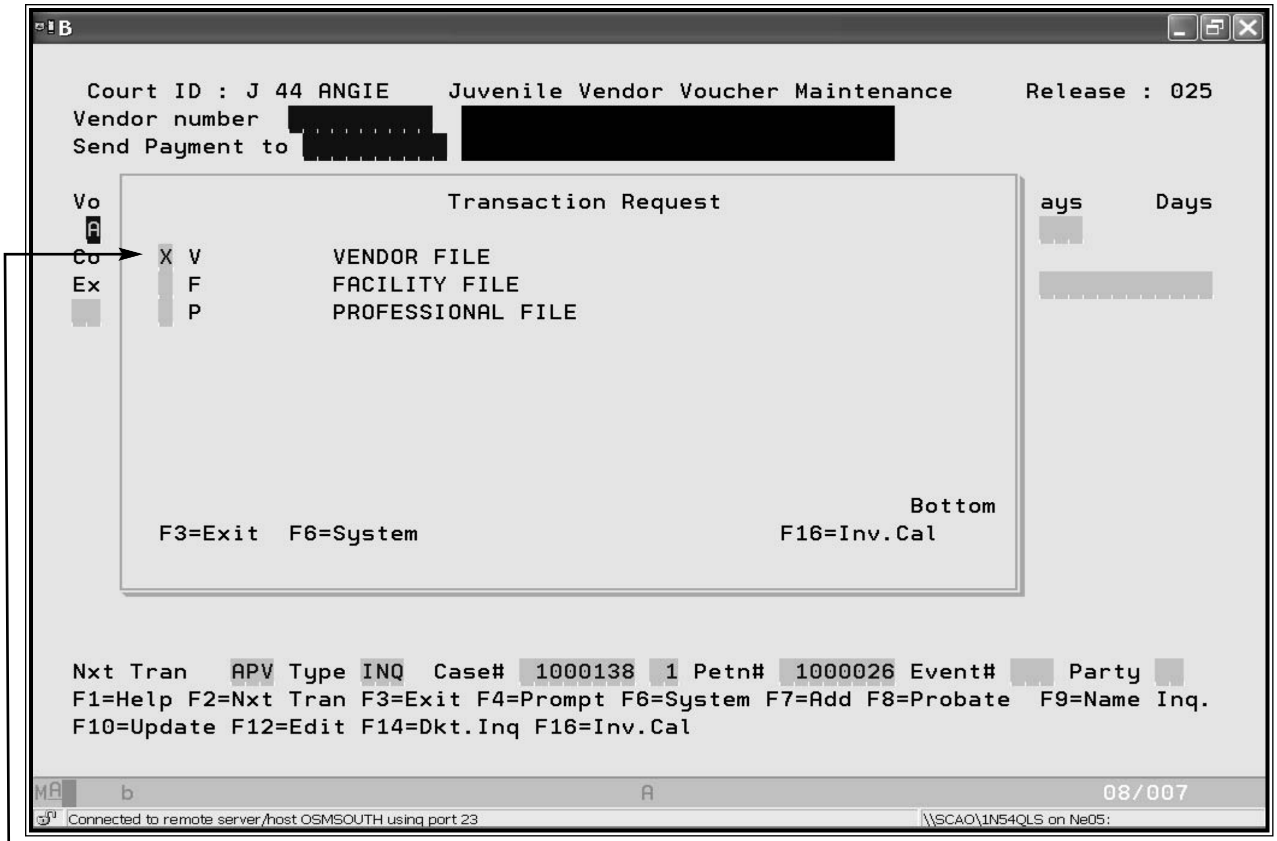
```
NXT TRAN    APV  TYPE ____   CASE NBR  00000000 __  PET 00000000 EVT ____   PTY __
```

From the vendor voucher screen enter the vendor number or, press <F4> for a list of vendors.



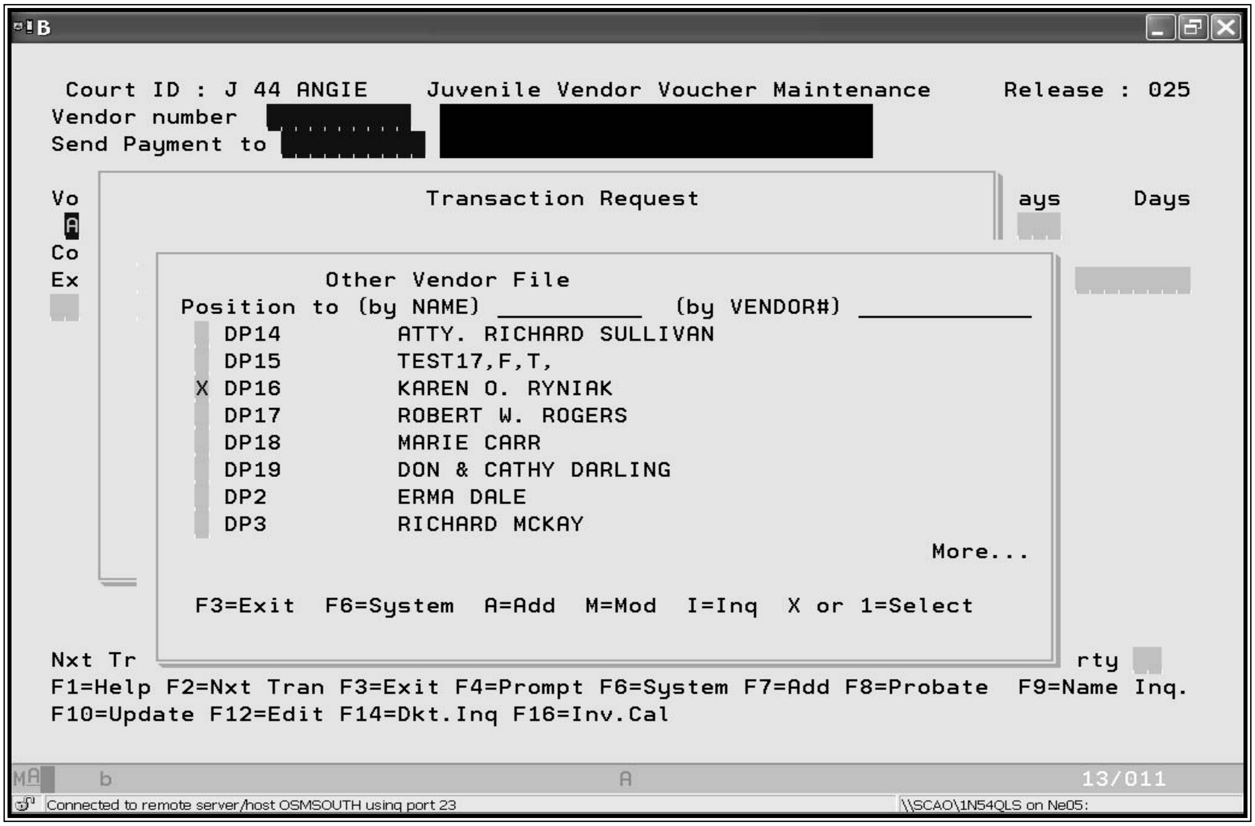
```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number [redacted] [redacted]
Send Payment to [redacted]

Vo                           Transaction Request                ays     Days
A
Co     X V          VENDOR FILE
Ex       F          FACILITY FILE
         P          PROFESSIONAL FILE

                                                       Bottom
       F3=Exit  F6=System                         F16=Inv.Cal

Nxt Tran   APV Type INQ  Case#  1000138  1 Petn#  1000026 Event#     Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
```

The following screen will be displayed for you.



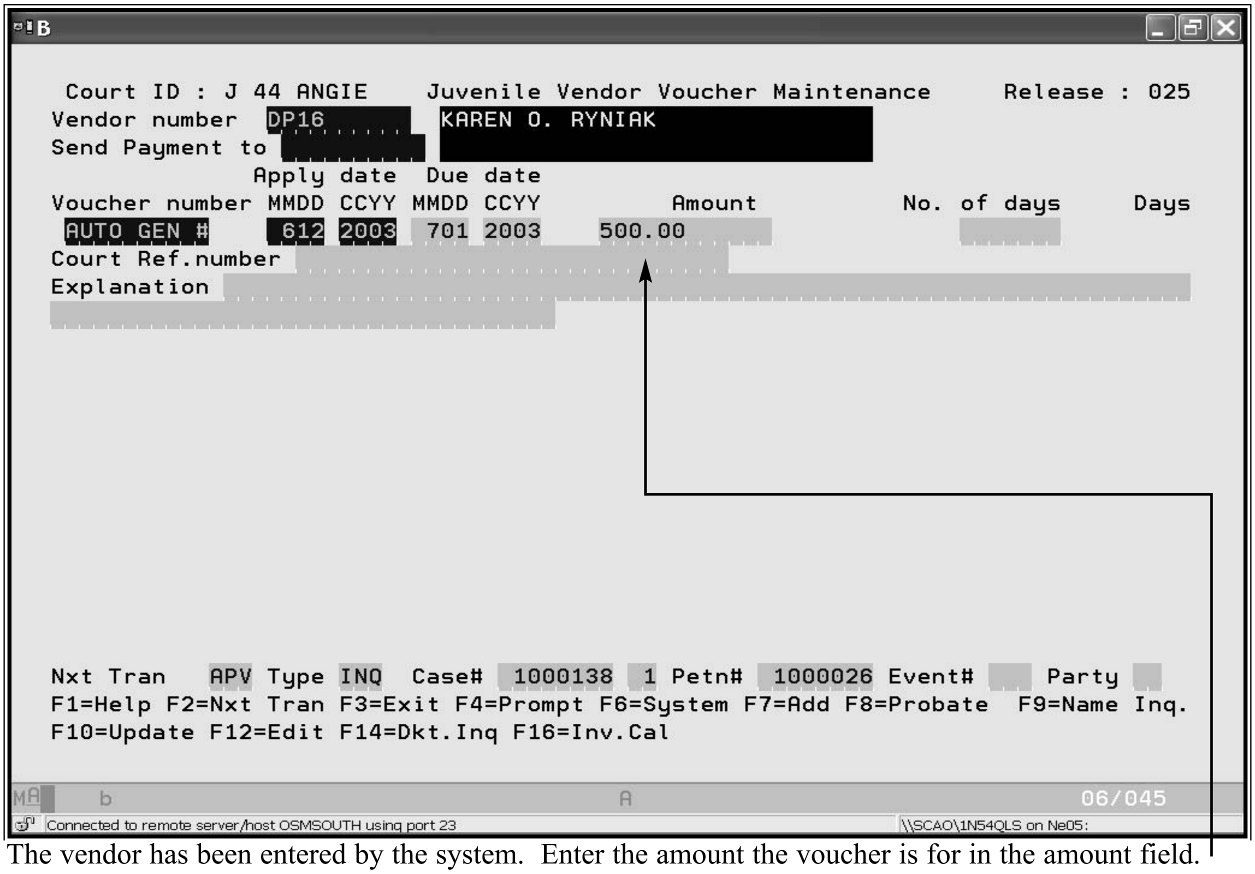
```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number [redacted] [redacted]
Send Payment to [redacted]

Vo                      Transaction Request                       ays     Days
 A
Co    X V         VENDOR FILE
Ex      F         FACILITY FILE
        P         PROFESSIONAL FILE




                                                          Bottom
      F3=Exit  F6=System                            F16=Inv.Cal



Nxt Tran   APV Type INQ  Case# 1000138  1 Petn#  1000026 Event#     Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA     b                                A                                08/007
Connected to remote server/host OSMSOUTH using port 23     \\SCAO\1N54QLS on Ne05:
```

Select Vendor File by placing an “X” on the line to the right of the name and press <Enter>. The system will return the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number            [redacted]
Send Payment to
                                                                
Vo                          Transaction Request                  ays      Days
A
Co
Ex                    Other Vendor File
      Position to (by NAME) __________   (by VENDOR#) ____________
          DP14         ATTY. RICHARD SULLIVAN
          DP15         TEST17,F,T,
        X DP16         KAREN O. RYNIAK
          DP17         ROBERT W. ROGERS
          DP18         MARIE CARR
          DP19         DON & CATHY DARLING
          DP2          ERMA DALE
          DP3          RICHARD MCKAY
                                                          More...

        F3=Exit  F6=System  A=Add  M=Mod  I=Inq  X or 1=Select

Nxt Tr                                                                  rty
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
```

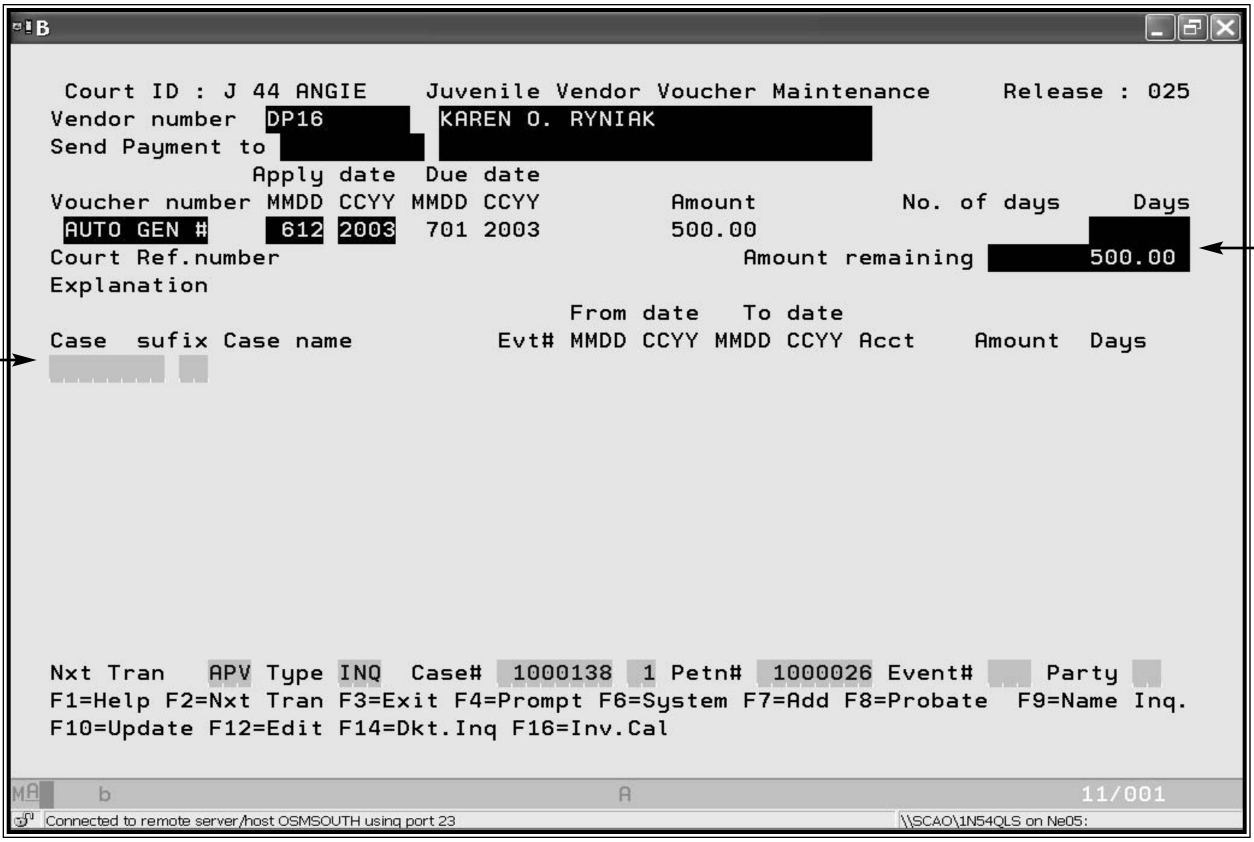
You can search for your vendor by name or by vendor number. Once you have selected the vendor, place an “X” on the line to the left of the vendors name and press <Enter>. The system will display the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  DP16       KAREN O. RYNIAK
Send Payment to
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY          Amount          No. of days     Days
 AUTO GEN #     612 2003  701 2003     500.00
Court Ref.number
Explanation



Nxt Tran   APV Type INQ  Case#  1000138  1 Petn#  1000026 Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
```

B
MA b A 06/045
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

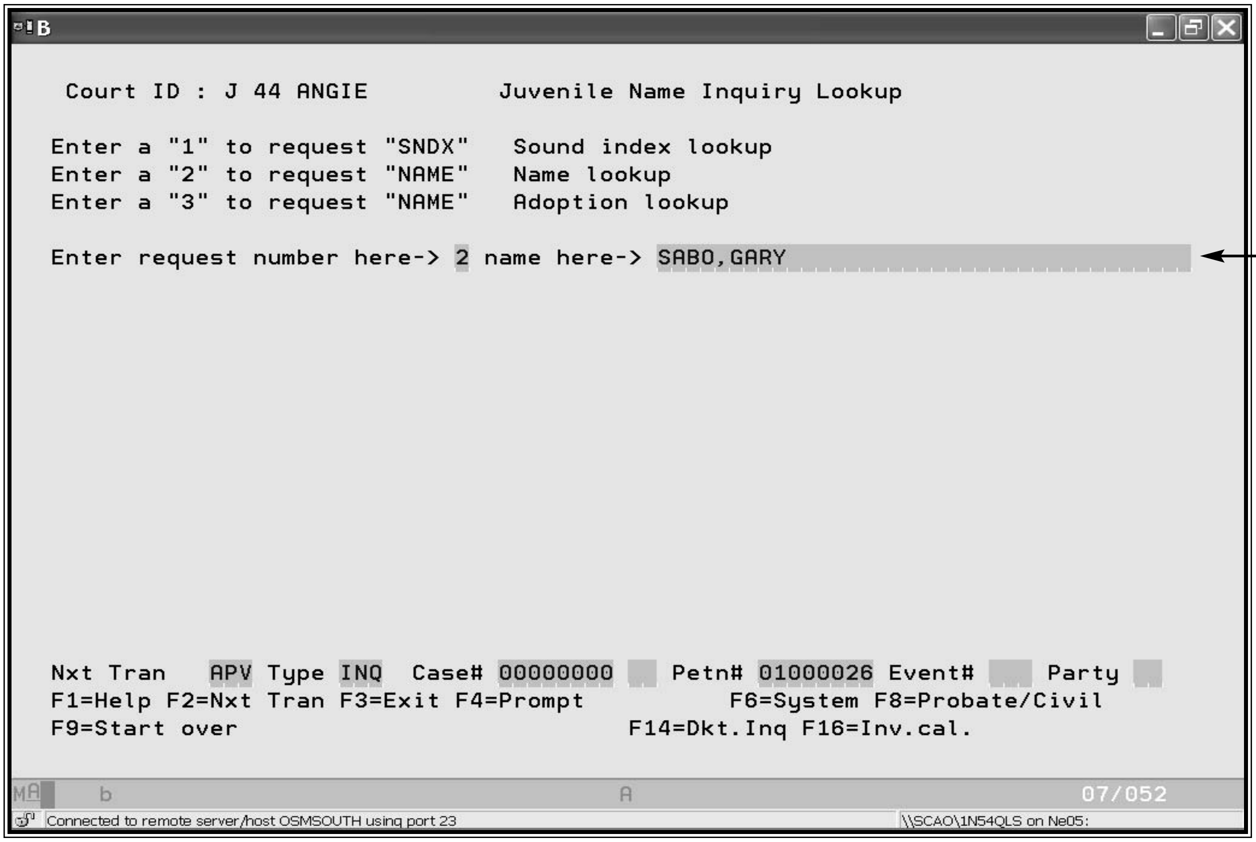
The vendor has been entered by the system. Enter the amount the voucher is for in the amount field. Press <Enter> and the system will display the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  DP16         KAREN O. RYNIAK
Send Payment to
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY         Amount          No. of days     Days
 AUTO GEN #     612 2003  701 2003         500.00
Court Ref.number                                Amount remaining        500.00
Explanation
                                   From date   To date
Case  sufix Case name          Evt# MMDD CCYY MMDD CCYY Acct     Amount   Days










Nxt Tran   APV Type INQ  Case#  1000138  1 Petn#  1000026 Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
```

Displayed is the amount remaining to be vouchered.

To voucher this amount out, it must be applied to a case or to multiple cases. To apply this, either enter the case number or press <F9> to search for the case. The system will display the following screen.

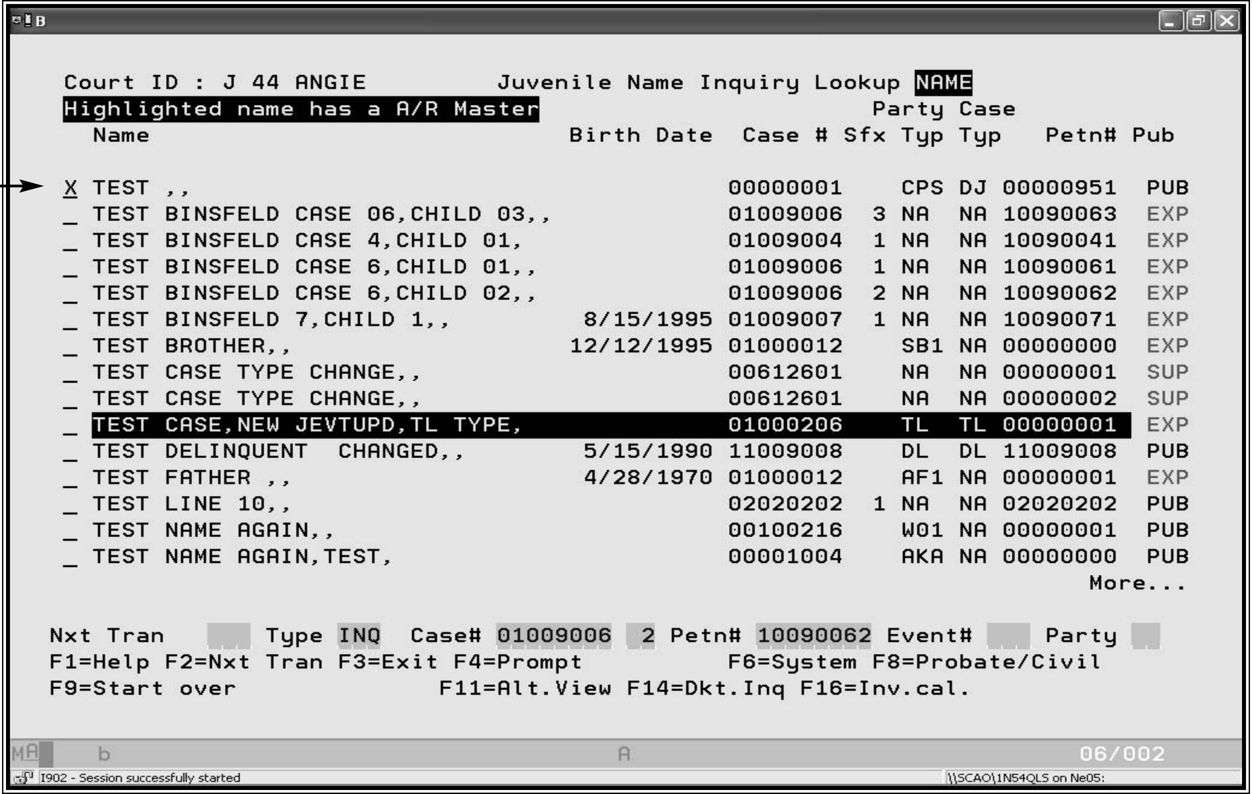


```
 Court ID : J 44 ANGIE         Juvenile Name Inquiry Lookup

Enter a "1" to request "SNDX"   Sound index lookup
Enter a "2" to request "NAME"   Name lookup
Enter a "3" to request "NAME"   Adoption lookup

Enter request number here-> 2 name here-> SABO,GARY









Nxt Tran   APV Type INQ  Case# 00000000    Petn# 01000026 Event#     Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt         F6=System F8=Probate/Civil
F9=Start over                          F14=Dkt.Inq F16=Inv.cal.
```

B
MA b A 07/052
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

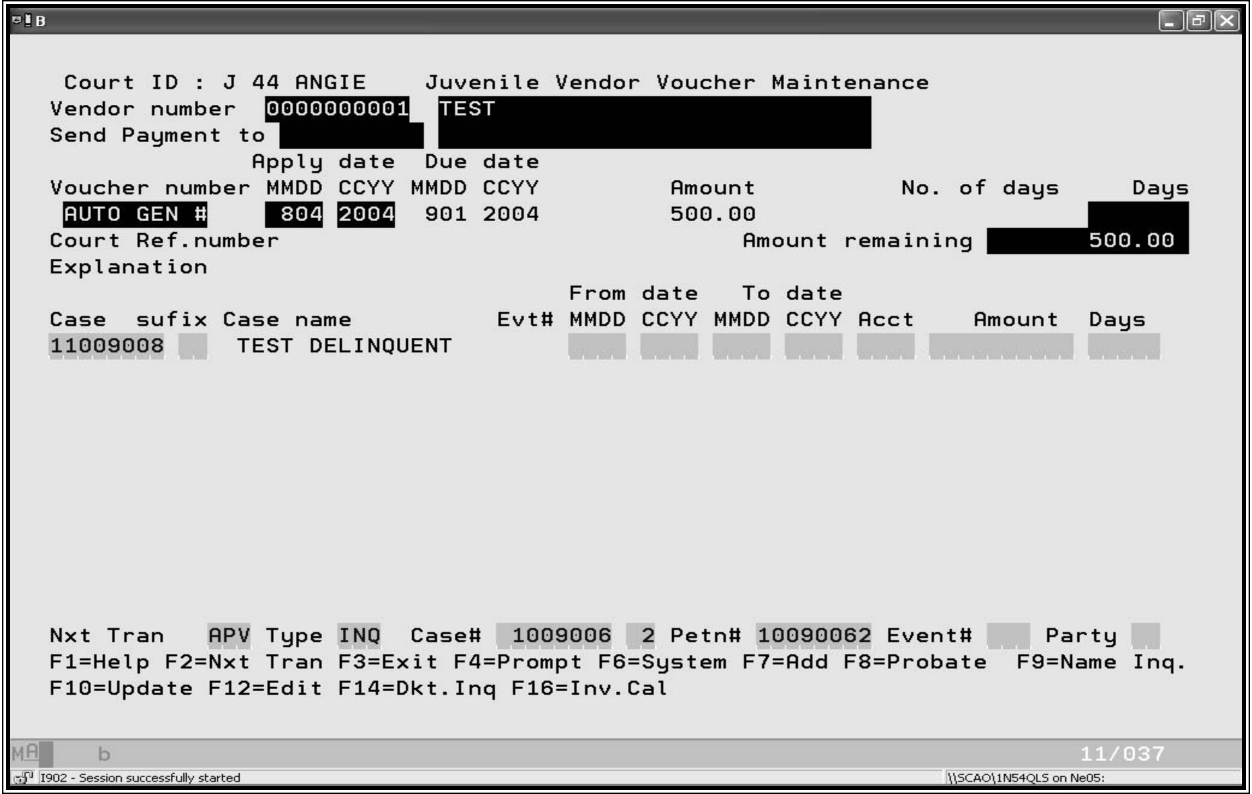
Enter the name of the case that the voucher is for and press <Enter>.

The system will display the following screen.



```
  Court ID : J 44 ANGIE        Juvenile Name Inquiry Lookup NAME
  Highlighted name has a A/R Master                     Party Case
    Name                                Birth Date  Case # Sfx Typ Typ   Petn# Pub

  X TEST ,,                                        00000001    CPS DJ 00000951  PUB
  _ TEST BINSFELD CASE 06,CHILD 03,,               01009006  3 NA  NA 10090063  EXP
  _ TEST BINSFELD CASE 4,CHILD 01,                 01009004  1 NA  NA 10090041  EXP
  _ TEST BINSFELD CASE 6,CHILD 01,,                01009006  1 NA  NA 10090061  EXP
  _ TEST BINSFELD CASE 6,CHILD 02,,                01009006  2 NA  NA 10090062  EXP
  _ TEST BINSFELD 7,CHILD 1,,           8/15/1995 01009007  1 NA  NA 10090071  EXP
  _ TEST BROTHER,,                     12/12/1995 01000012    SB1 NA 00000000  EXP
  _ TEST CASE TYPE CHANGE,,                        00612601    NA  NA 00000001  SUP
  _ TEST CASE TYPE CHANGE,,                        00612601    NA  NA 00000002  SUP
  _ TEST CASE,NEW JEVTUPD,TL TYPE,                 01000206    TL  TL 00000001  EXP
  _ TEST DELINQUENT  CHANGED,,          5/15/1990 11009008    DL  DL 11009008  PUB
  _ TEST FATHER ,,                      4/28/1970 01000012    AF1 NA 00000001  EXP
  _ TEST LINE 10,,                                 02020202  1 NA  NA 02020202  PUB
  _ TEST NAME AGAIN,,                              00100216    W01 NA 00000001  PUB
  _ TEST NAME AGAIN,TEST,                          00001004    AKA NA 00000000  PUB
                                                                          More...

 Nxt Tran      Type INQ  Case# 01009006  2 Petn# 10090062 Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt          F6=System F8=Probate/Civil
 F9=Start over             F11=Alt.View F14=Dkt.Inq F16=Inv.cal.

MA    b                            A                                   06/002
I902 - Session successfully started                    \\SCAO\1N54QLS on Ne05:
```

Enter an "X" next to the name that you want to add to the voucher and press <Enter>. The system will display the voucher screen with the case that you selected.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance
Vendor number  0000000001  TEST
Send Payment to
              Apply date  Due date
Voucher number MMDD  CCYY MMDD CCYY          Amount          No. of days     Days
 AUTO GEN #      804 2004  901 2004          500.00
Court Ref.number                                      Amount remaining       500.00
Explanation
                                        From date   To date
Case   sufix Case name           Evt# MMDD  CCYY MMDD CCYY Acct     Amount   Days
11009008       TEST DELINQUENT










Nxt Tran    APV Type INQ  Case#  1009006  2 Petn# 10090062 Event#     Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA     b                                                                 11/037
I902 - Session successfully started                          \\SCAO\1N54QLS on Ne05:
```

The system has returned our voucher screen with the case number entered. The next step that needs to be completed is to fill in the rest of this line item. Following are explanations of the fields in the above screen.

~Evt Number~

This is the event number attached to the placement PCN for this facility. This field is displayed by the system and can’t be modified.

~From Date~

The from date is used if you are paying for services that spans a period of time. Enter the date the service started or if this is a voucher that is not paying for a span of time, enter the current date into this field.

~To Date~

The to date is used if you are paying for a service that spans a period of time. Enter the date the service ended or if this is not paying for a span of time, enter the current date into this field.

~ACCT~

Enter the account code that this line item is being paid from. If you do not know the code, press <F4> to prompt on this field. All valid codes will be displayed.

~Amount~

Enter the amount that is being charged for this case. There could be multiple cases that need to be charged for this voucher.

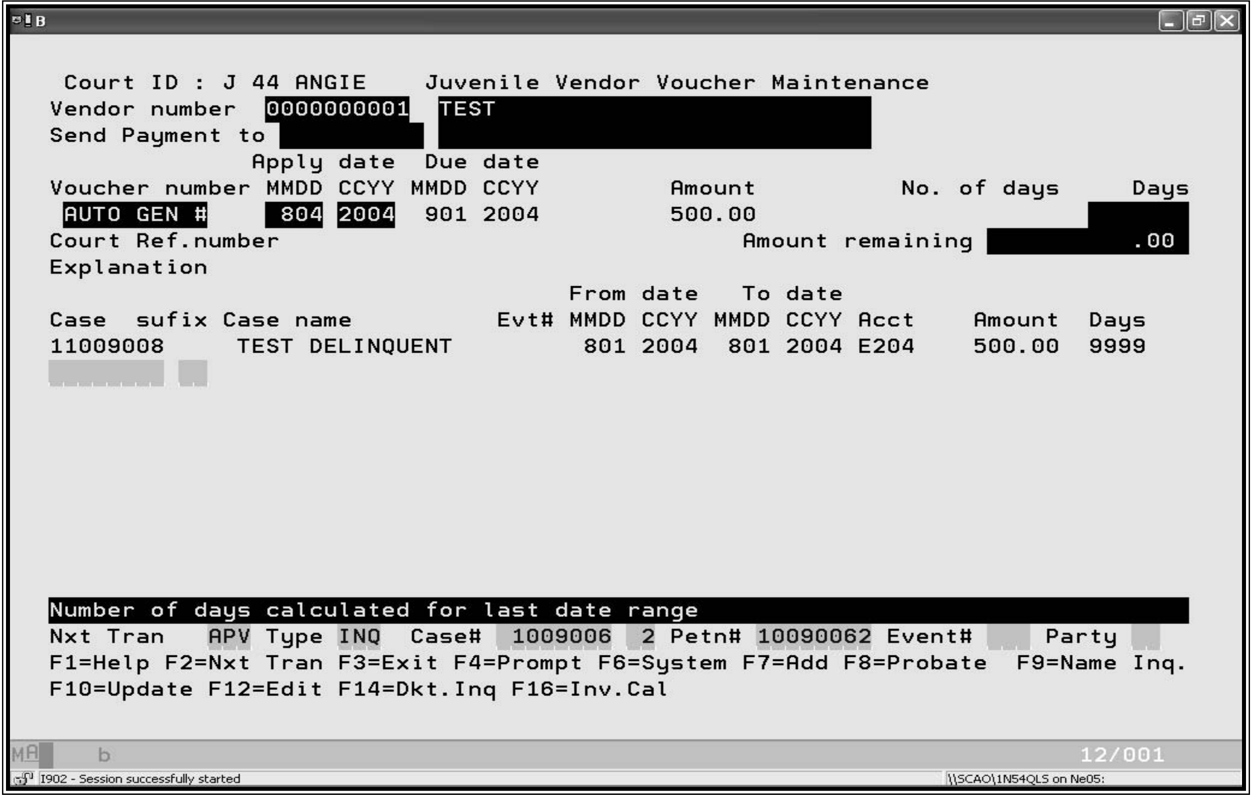
~Days~

This field is used to tell the system what type of voucher you are processing. There are three valid entries into this field.

9999 - This is used for normal vouchers, non-placement vouchers. This tells the system to track he amount only and that the number of days is not important.

8888 - This is used for tracking number of days on the DSS 207 report that is not related to placements. This tells the system that we want to track the amount and the number of days for this voucher. A valid date range is necessary for this option to work.

Actual Number of Days - This is used for facility vouchers. Enter the exact number of days that you are paying for a child that is in placement. This number and the amount entered are tracked by the 207. The date range must be equal to the number of days entered. Remember that the system pays for the day in and not the day out. After you have entered all pertinent information, press <Enter>. The system will display the following screen.



```
  Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance
 Vendor number  0000000001  TEST
 Send Payment to
              Apply date  Due date
 Voucher number MMDD CCYY MMDD CCYY          Amount          No. of days     Days
  AUTO GEN #     804 2004  901 2004          500.00
 Court Ref.number                                 Amount remaining             .00
 Explanation
                                      From date   To date
 Case   sufix Case name          Evt# MMDD CCYY MMDD CCYY Acct     Amount   Days
 11009008     TEST DELINQUENT          801 2004  801 2004 E204     500.00   9999









 Number of days calculated for last date range
 Nxt Tran   APV Type INQ  Case#  1009006  2 Petn# 10090062 Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
 F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA    b                                                                 12/001
I902 - Session successfully started                      \\SCAO\1N54QLS on Ne05:
```

The amount remaining is at .00. Press <F10> to process the voucher.

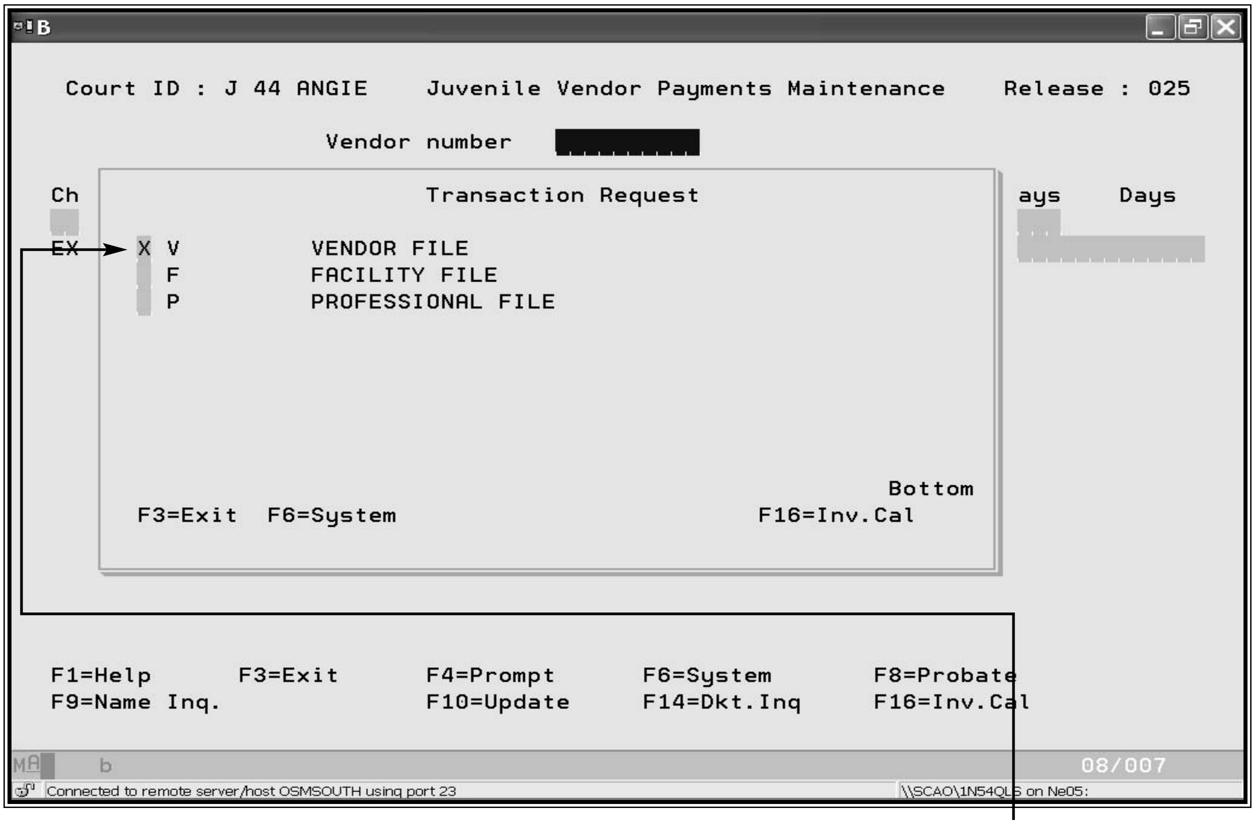
Example of a Voucher Payment:

From the Next Tran Line, insert **APP** as shown below and press <Enter>.

Juvenile Next Tran Line:

```
NXT TRAN     APV   TYPE ____    CASE NBR  00000000 __ PET 00000000 EVT ____   PTY __
```

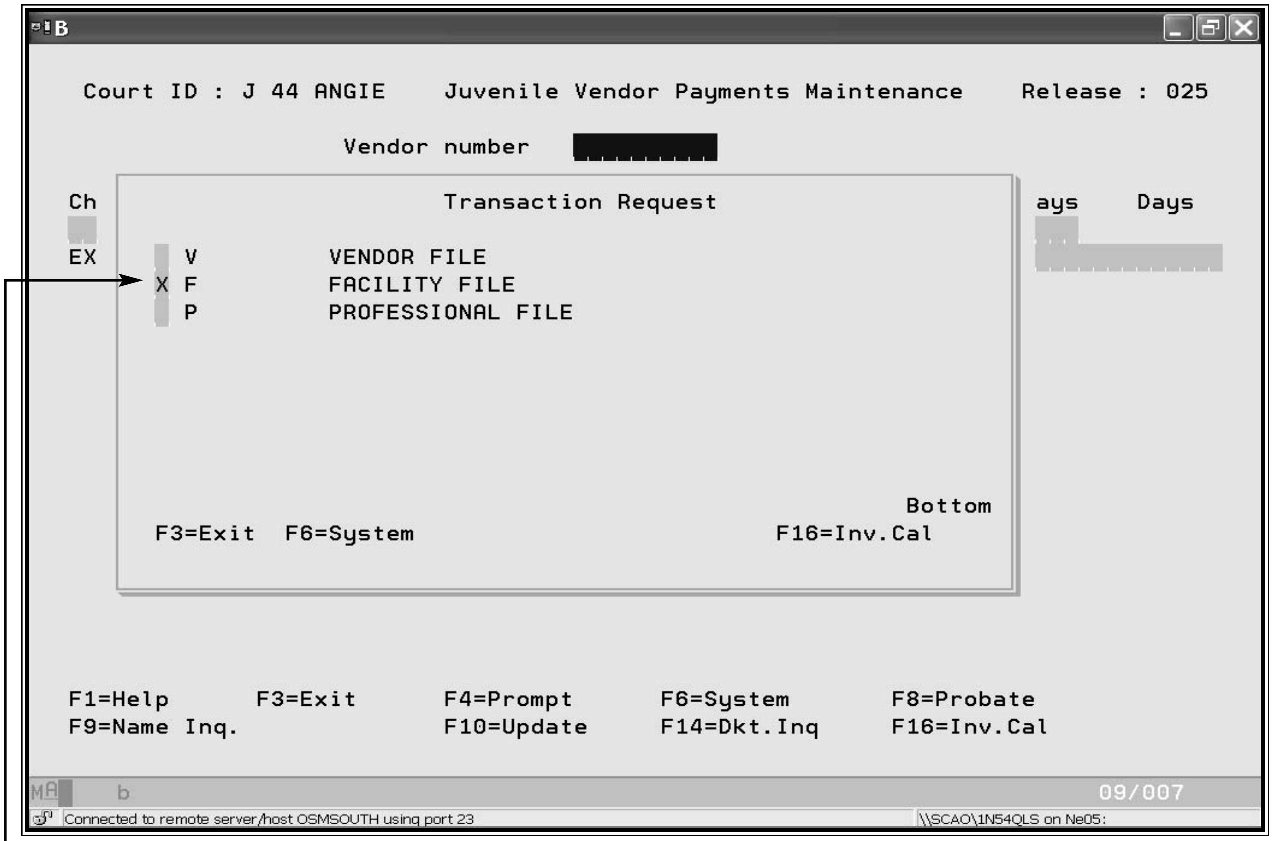
The following screen will be displayed



```
 Court ID : J 44 ANGIE    Juvenile Vendor Payments Maintenance    Release : 025

                    Vendor number

Ch                           Transaction Request                     ays    Days

EX     X V         VENDOR FILE
         F         FACILITY FILE
         P         PROFESSIONAL FILE




                                                          Bottom
   F3=Exit  F6=System                                F16=Inv.Cal


F1=Help      F3=Exit      F4=Prompt     F6=System      F8=Probate
F9=Name Inq.              F10=Update    F14=Dkt.Inq    F16=Inv.Cal

MA     b                                                       08/007
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

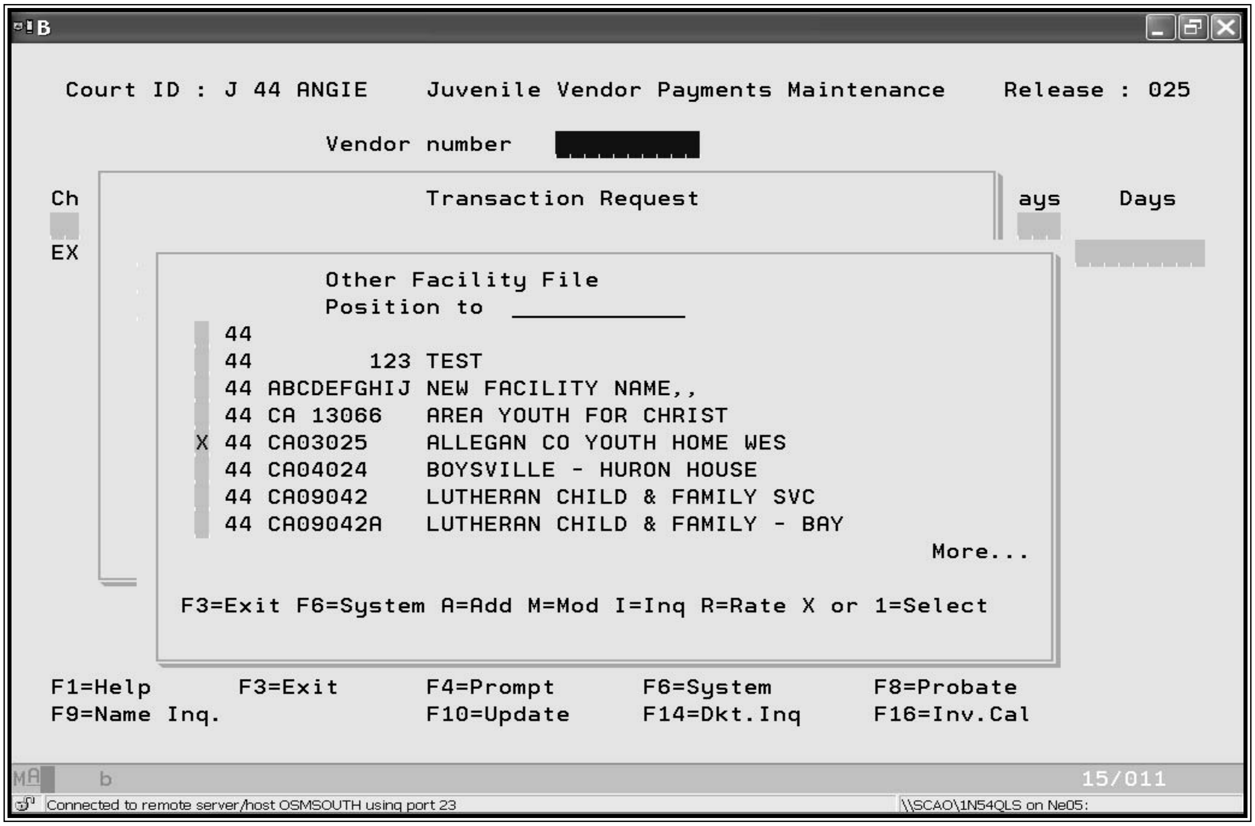
Press <F4> on the vendor number field and then select the vendor file by entering an “X” to the left of the file and pressing <Enter>.

The following screen will be displayed for you.



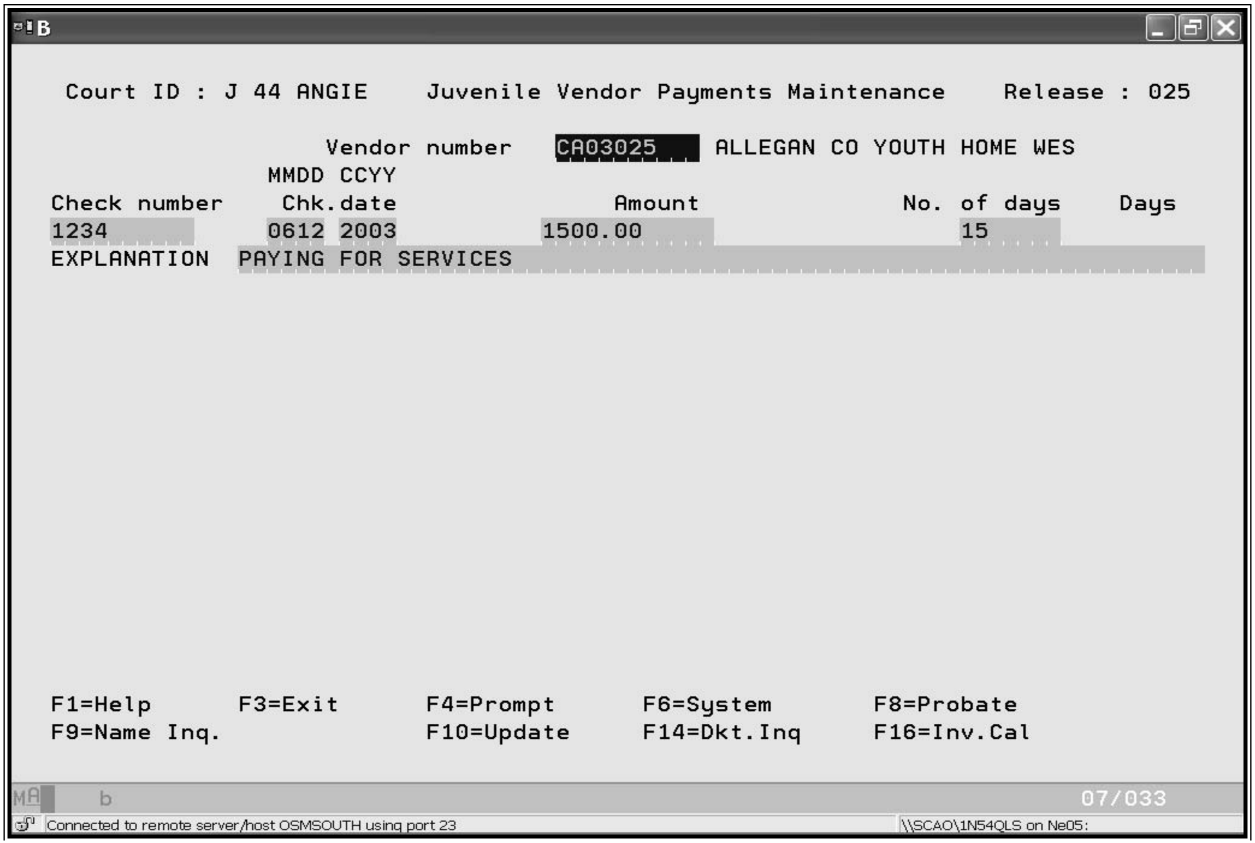
```
  Court ID : J 44 ANGIE    Juvenile Vendor Payments Maintenance    Release : 025

                    Vendor number

 Ch                       Transaction Request                        ays    Days

 EX     V         VENDOR FILE
      X F         FACILITY FILE
        P         PROFESSIONAL FILE

                                                               Bottom
        F3=Exit  F6=System                                 F16=Inv.Cal

 F1=Help      F3=Exit      F4=Prompt      F6=System      F8=Probate
 F9=Name Inq.              F10=Update     F14=Dkt.Inq    F16=Inv.Cal

 MA    b                                                        09/007
 Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

Select Vendor File by placing an “X” on the line to the right of the name and press <Enter>. The system will return the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Payments Maintenance    Release : 025

                   Vendor number

Ch                      Transaction Request                          ays    Days

EX
                  Other Facility File
                  Position to  ____________
     44
     44         123 TEST
     44 ABCDEFGHIJ NEW FACILITY NAME,,
     44 CA 13066   AREA YOUTH FOR CHRIST
   X 44 CA03025    ALLEGAN CO YOUTH HOME WES
     44 CA04024    BOYSVILLE - HURON HOUSE
     44 CA09042    LUTHERAN CHILD & FAMILY SVC
     44 CA09042A   LUTHERAN CHILD & FAMILY - BAY
                                                    More...

  F3=Exit F6=System A=Add M=Mod I=Inq R=Rate X or 1=Select

F1=Help      F3=Exit      F4=Prompt      F6=System      F8=Probate
F9=Name Inq.              F10=Update     F14=Dkt.Inq    F16=Inv.Cal

MA    b                                                          15/011
Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:
```

You can search for your vendor by name or by vendor number. Once you have selected the vendor, place an “X” on the line to the left of the vendors name and press <Enter>. The system will display the following screen.

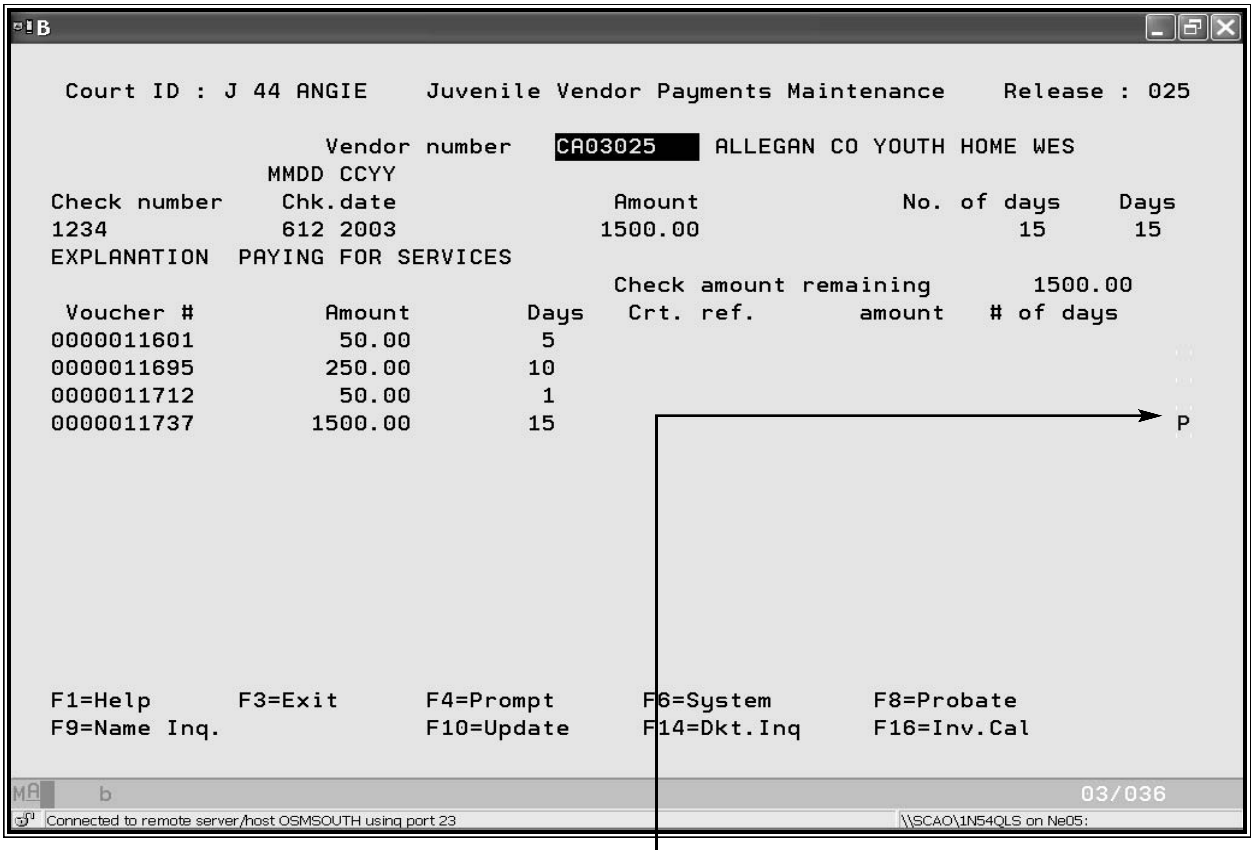


```
  Court ID : J 44 ANGIE    Juvenile Vendor Payments Maintenance    Release : 025

                    Vendor number   CA03025   ALLEGAN CO YOUTH HOME WES
                MMDD CCYY
 Check number    Chk.date            Amount              No. of days    Days
 1234            0612 2003        1500.00                   15
 EXPLANATION  PAYING FOR SERVICES
```

F1=Help
F3=Exit
F4=Prompt
F6=System
F8=Probate
F9=Name Inq.
F10=Update
F14=Dkt.Inq
F16=Inv.Cal
MA
b
07/033
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

The vendor has been entered by the system. Enter the check number, check date, amount and the number of days.

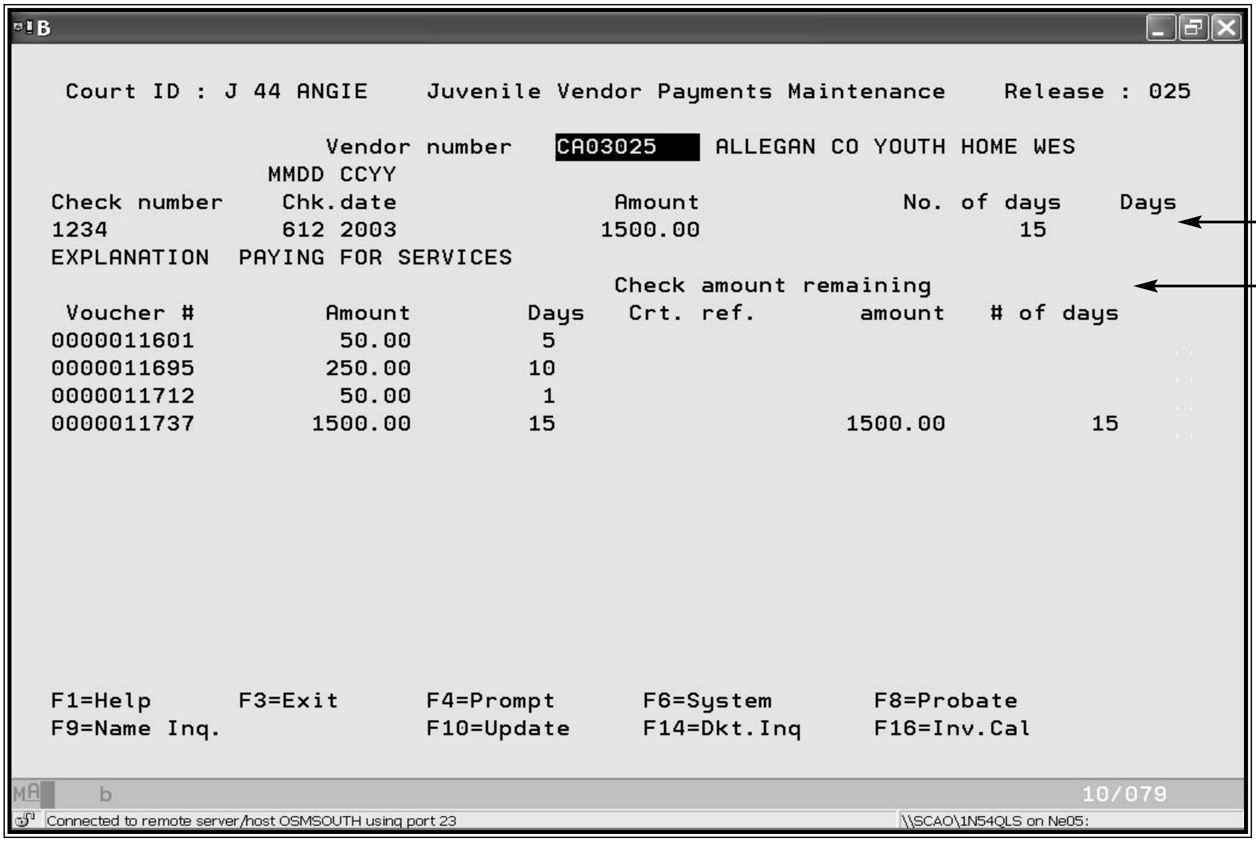
Press <Enter> and the system will display the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Payments Maintenance    Release : 025

                  Vendor number   CA03025   ALLEGAN CO YOUTH HOME WES
              MMDD CCYY
Check number    Chk.date              Amount             No. of days    Days
1234            612 2003             1500.00                     15      15
EXPLANATION  PAYING FOR SERVICES
                                       Check amount remaining       1500.00
 Voucher #          Amount        Days   Crt. ref.       amount   # of days
0000011601           50.00          5
0000011695          250.00         10
0000011712           50.00          1
0000011737         1500.00         15                                        P




F1=Help      F3=Exit      F4=Prompt      F6=System      F8=Probate
F9=Name Inq.              F10=Update     F14=Dkt.Inq    F16=Inv.Cal
```

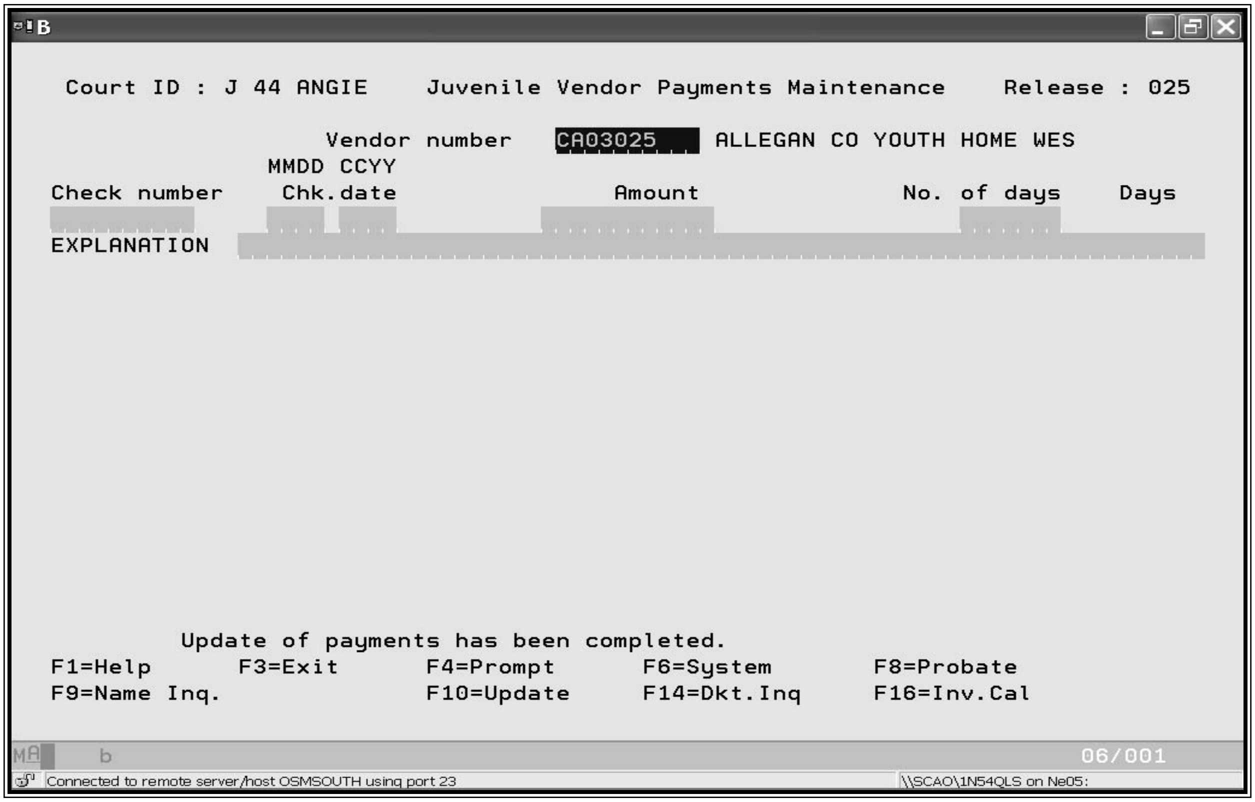
MA b
03/036
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

Select the voucher that you want to pay by placing a “P” to the right of the voucher and press <Enter>. The system will return the following screen.



```
  Court ID : J 44 ANGIE    Juvenile Vendor Payments Maintenance    Release : 025

                     Vendor number    CA03025   ALLEGAN CO YOUTH HOME WES
                 MMDD CCYY
 Check number    Chk.date               Amount              No. of days    Days
 1234            612 2003              1500.00                       15
 EXPLANATION  PAYING FOR SERVICES
                                        Check amount remaining
  Voucher #          Amount         Days   Crt. ref.        amount    # of days
 0000011601           50.00          5
 0000011695          250.00         10
 0000011712           50.00          1
 0000011737         1500.00         15                     1500.00          15








 F1=Help      F3=Exit      F4=Prompt      F6=System      F8=Probate
 F9=Name Inq.              F10=Update     F14=Dkt.Inq    F16=Inv.Cal

MA     b                                                                 10/079
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

Check to be sure that the number of days and amount fields are at zero or blank. If both fields are zero or blank, press <F10>. The system will process the payment and display the following screen.



```
Court ID : J 44 ANGIE    Juvenile Vendor Payments Maintenance    Release : 025

                      Vendor number    CA03025   ALLEGAN CO YOUTH HOME WES
                  MMDD CCYY
Check number       Chk.date              Amount              No. of days    Days

EXPLANATION



          Update of payments has been completed.
F1=Help      F3=Exit      F4=Prompt      F6=System       F8=Probate
F9=Name Inq.              F10=Update     F14=Dkt.Inq     F16=Inv.Cal
```

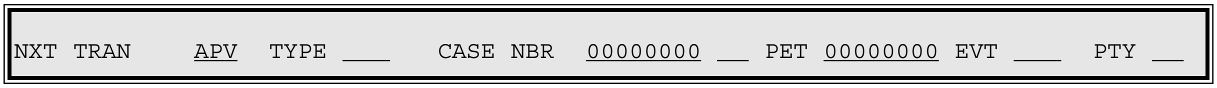
MA
b
06/001
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

Displayed is a message that the system has applied the payment.

Voucher Delete

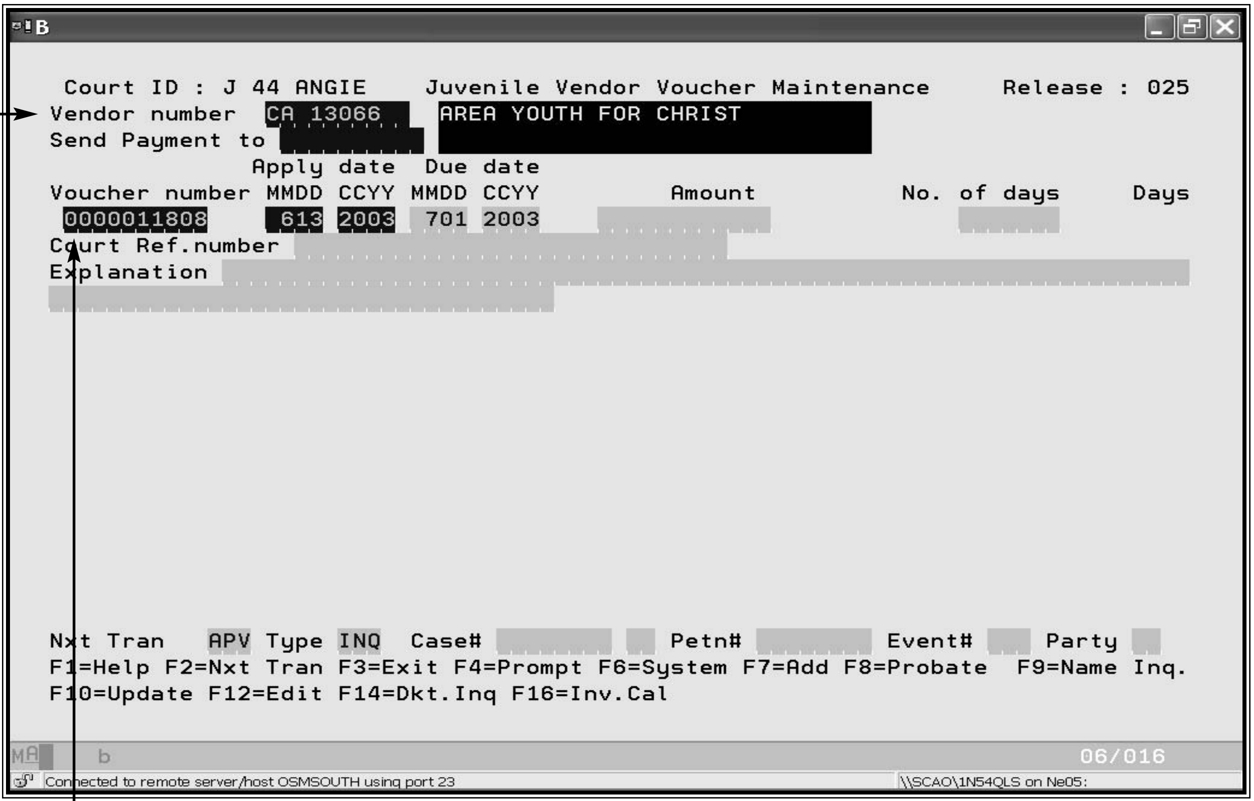
From the Next Tran Line, insert **APV** in the Next Tran field and press <Enter>

Juvenile Next Tran Line:



```
NXT TRAN    APV  TYPE ____   CASE NBR  00000000 __ PET 00000000 EVT ____  PTY __
```

The following screen will be displayed.

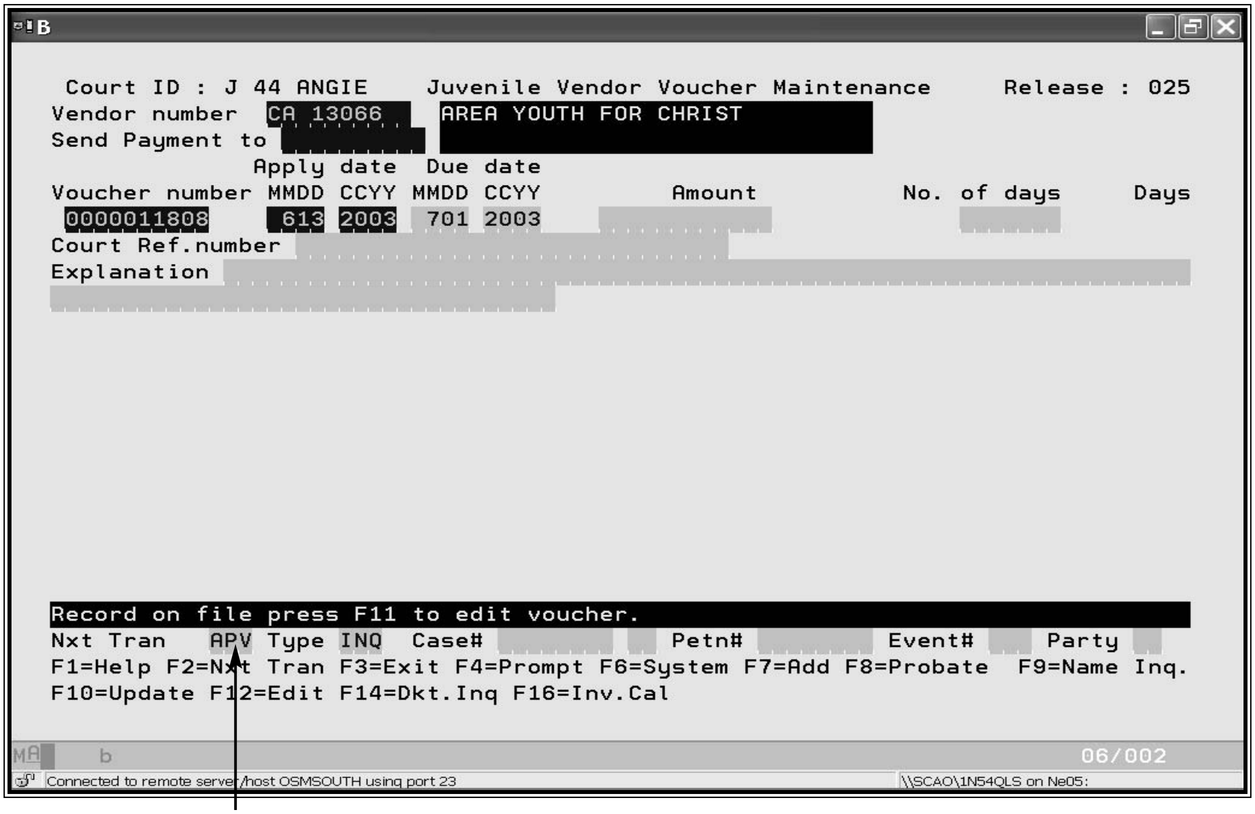


```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  CA 13066   AREA YOUTH FOR CHRIST
Send Payment to
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY          Amount           No. of days     Days
 0000011808     613 2003  701 2003
Court Ref.number
Explanation

Nxt Tran   APV Type INQ  Case#           Petn#          Event#     Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
MA   b                                                           06/016
Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:
```

1. Enter the vendor number in the vendor number field. Press <F4> for a list of vendors.

2. Enter the voucher number in the voucher number field. You will have to over type the word AUTOGEN#.

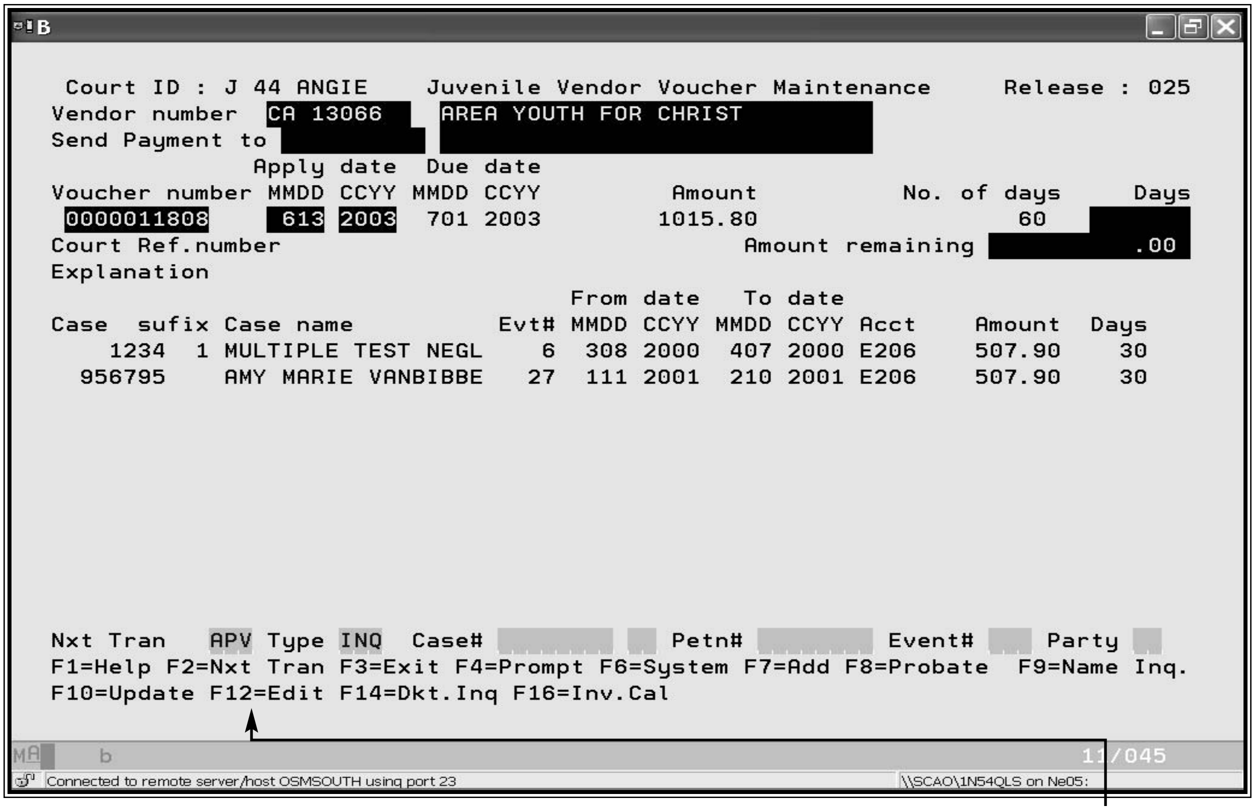
After you have entered the above information, press <Enter>. The following screen will be displayed.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  CA 13066    AREA YOUTH FOR CHRIST
Send Payment to
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY         Amount          No. of days     Days
 0000011808     613 2003  701 2003
Court Ref.number
Explanation









Record on file press F11 to edit voucher.
Nxt Tran   APV Type INQ  Case#          Petn#         Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA     b                                                              06/002
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

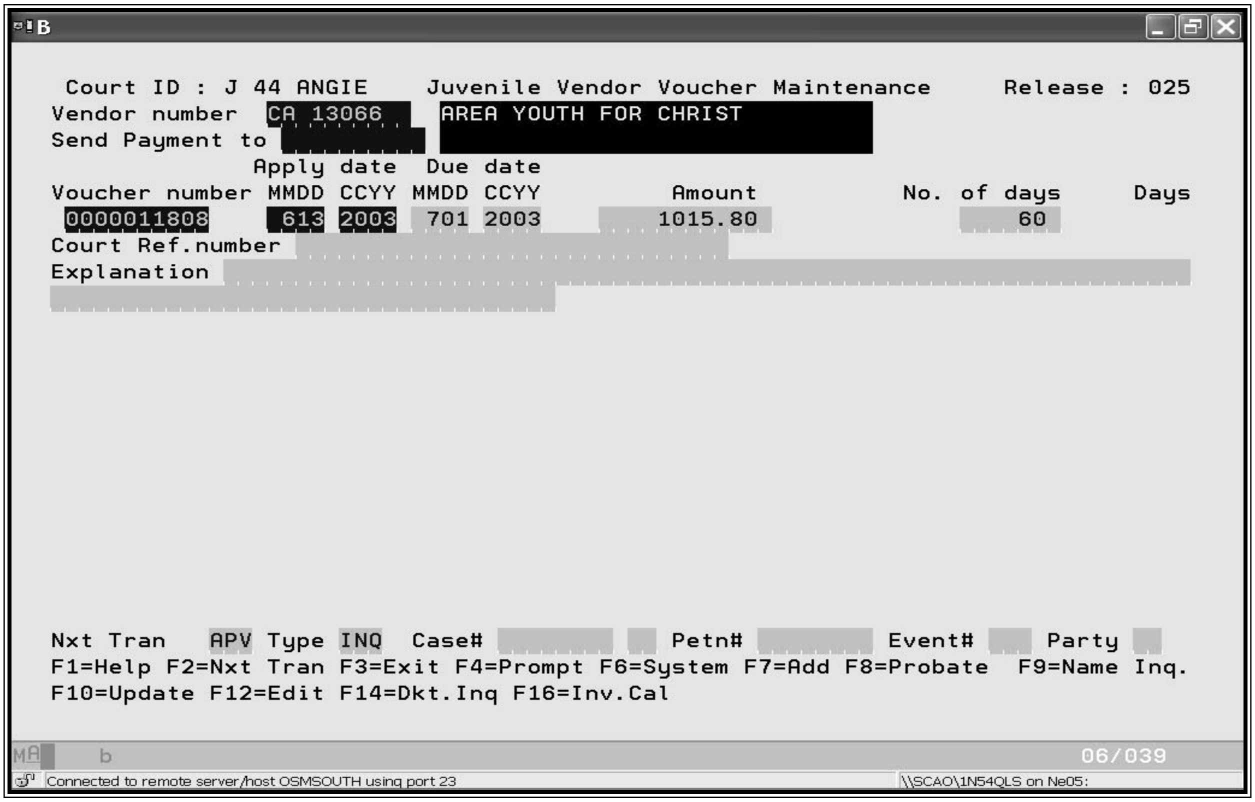
Displayed is a message telling us that this voucher is already on file and to press <F11> to edit the voucher.

Press <F11> and the system will display the following screen.



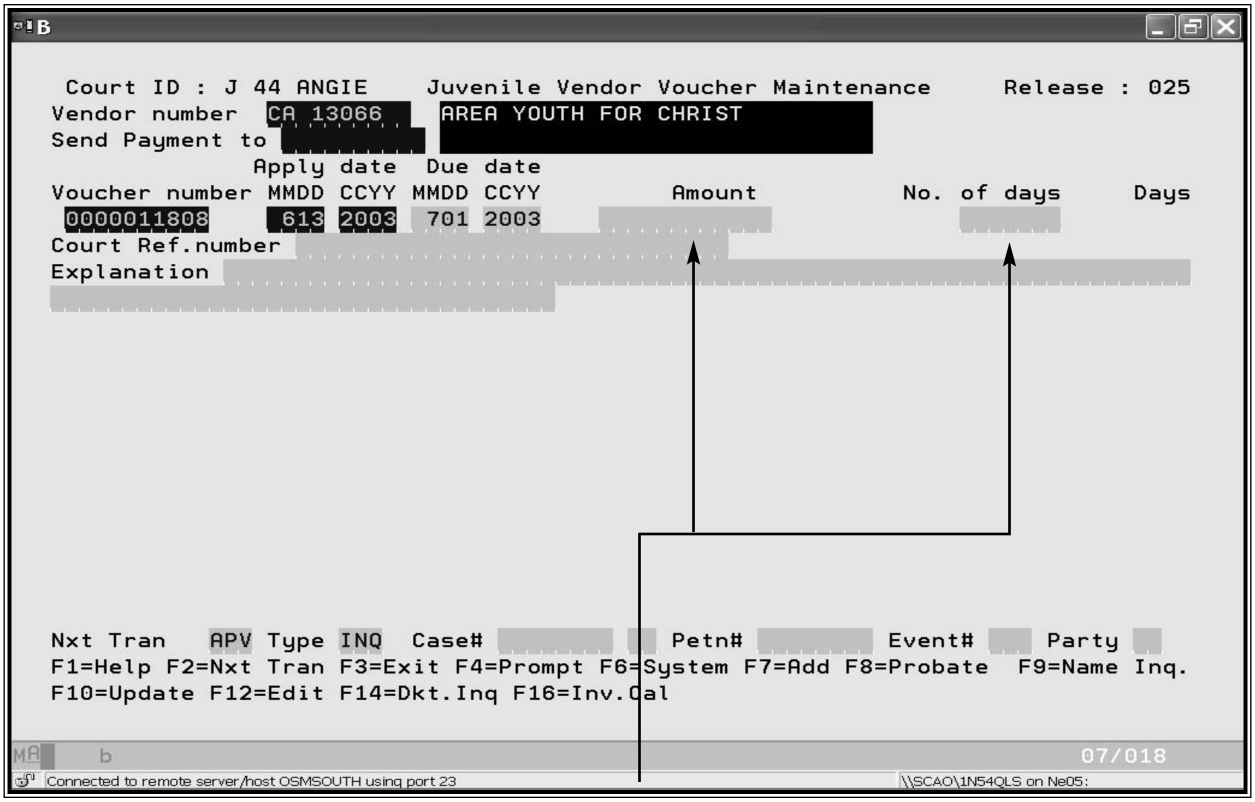
```
  Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
 Vendor number  CA 13066    AREA YOUTH FOR CHRIST
 Send Payment to
              Apply date  Due date
 Voucher number MMDD CCYY MMDD CCYY         Amount         No. of days     Days
  0000011808     613 2003  701 2003        1015.80                 60
 Court Ref.number                                Amount remaining              .00
 Explanation
                                    From date   To date
 Case  sufix Case name          Evt# MMDD CCYY MMDD CCYY Acct     Amount  Days
     1234  1 MULTIPLE TEST NEGL    6  308 2000  407 2000 E206     507.90    30
   956795    AMY MARIE VANBIBBE   27  111 2001  210 2001 E206     507.90    30









 Nxt Tran   APV Type INQ  Case#          Petn#          Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
 F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
MA     b                                                                  11/045
Connected to remote server/host OSMSOUTH using port 23           \\SCAO\1N54QLS on Ne05:
```

Displayed on the screen is the detail of the voucher. Be sure this is the correct voucher. Press <F12> to edit the voucher. The following screen will be returned to you.



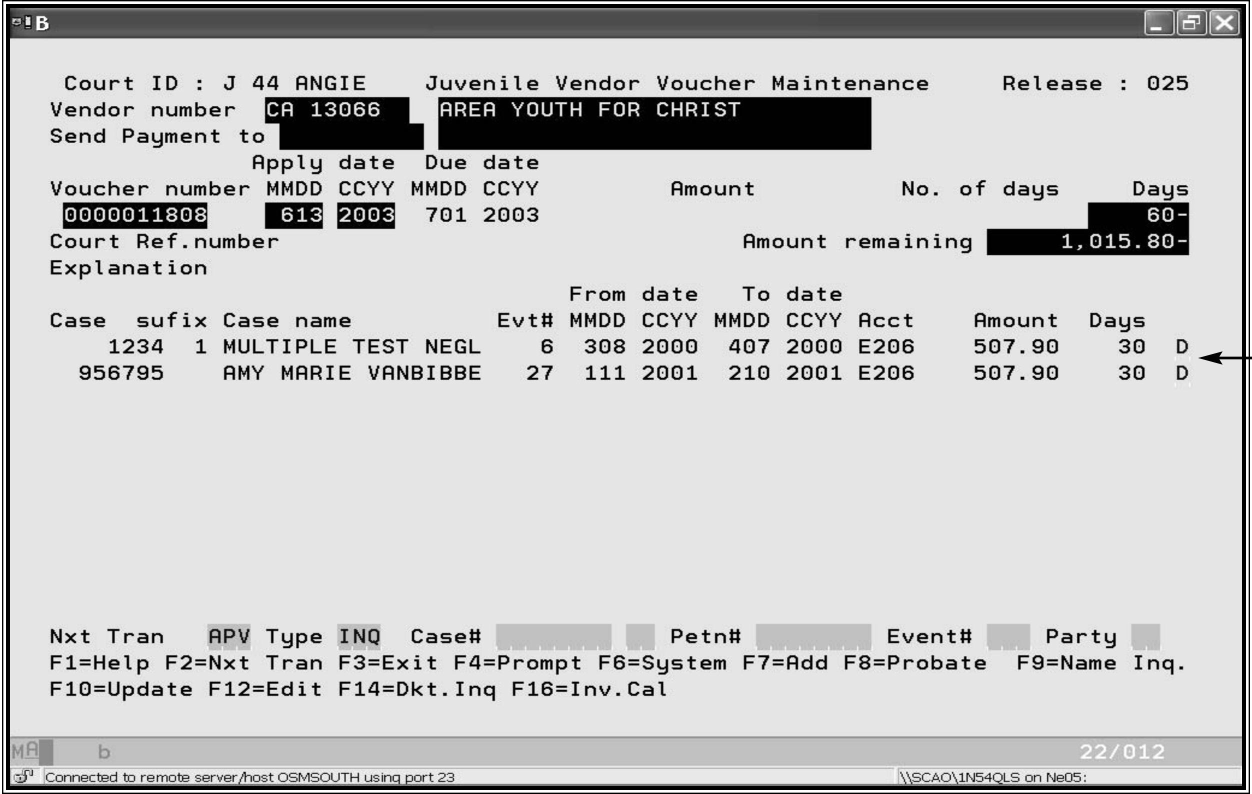
```
  Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
 Vendor number  CA 13066    AREA YOUTH FOR CHRIST
 Send Payment to
              Apply date  Due date
 Voucher number MMDD CCYY MMDD CCYY         Amount          No. of days     Days
  0000011808     613 2003  701 2003        1015.80                   60
 Court Ref.number
 Explanation




 Nxt Tran   APV Type INQ  Case#           Petn#          Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
 F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA    b                                                                  06/039
Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:
```

Displayed is the amount and number of days that were originally applied in this voucher. These fields must be cleared as shown in the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  CA 13066    AREA YOUTH FOR CHRIST
Send Payment to
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY          Amount          No. of days     Days
 0000011808     613 2003  701 2003
Court Ref.number
Explanation




Nxt Tran   APV Type INQ  Case#              Petn#           Event#     Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA     b                                                                07/018
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

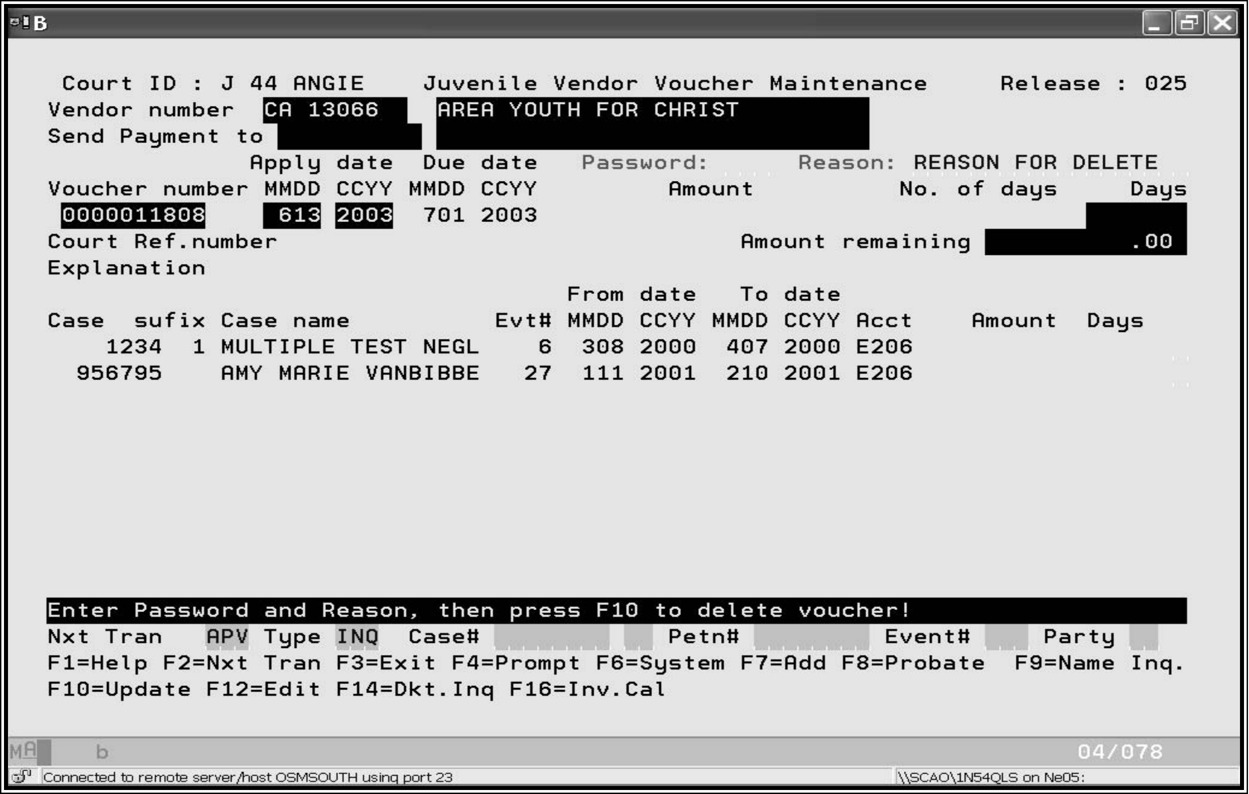
After the amount and number of days fields are cleared, press <Enter>. The system will display the detail for this voucher.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number CA 13066    AREA YOUTH FOR CHRIST
Send Payment to [redacted]  [redacted]
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY         Amount          No. of days     Days
 0000011808     613 2003  701 2003                                           60-
Court Ref.number                                  Amount remaining      1,015.80-
Explanation
                                From date   To date
Case  sufix Case name          Evt# MMDD CCYY MMDD CCYY Acct    Amount  Days
    1234  1 MULTIPLE TEST NEGL    6  308 2000  407 2000 E206    507.90    30  D
  956795    AMY MARIE VANBIBBE   27  111 2001  210 2001 E206    507.90    30  D


Nxt Tran   APV Type INQ  Case#            Petn#          Event#     Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
```

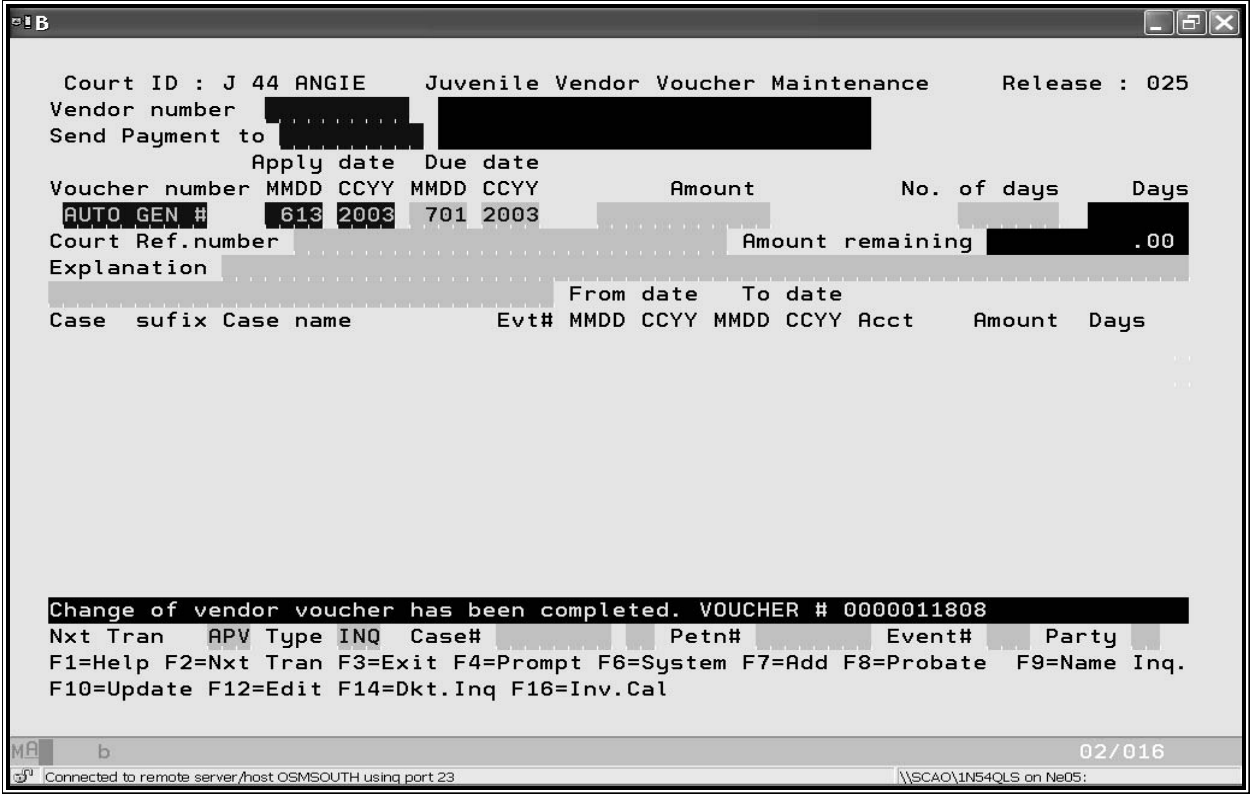
Notice that the days and amount remaining fields are now negative numbers. These fields must be at zero before the delete can process.

Enter a "D" to the right of all detail lines and press <Enter>. The system will display the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  CA 13066    AREA YOUTH FOR CHRIST
Send Payment to
              Apply date  Due date   Password:       Reason: REASON FOR DELETE
Voucher number MMDD CCYY MMDD CCYY          Amount           No. of days     Days
 0000011808     613 2003  701 2003
Court Ref.number                                Amount remaining              .00
Explanation
                                    From date   To date
Case  sufix Case name          Evt# MMDD CCYY MMDD CCYY Acct     Amount   Days
    1234  1 MULTIPLE TEST NEGL    6  308 2000  407 2000 E206
  956795    AMY MARIE VANBIBBE   27  111 2001  210 2001 E206







Enter Password and Reason, then press F10 to delete voucher!
Nxt Tran   APV Type INQ  Case#            Petn#          Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
```

Notice that the days and amount remaining fields are now at zero and the system is requiring a password and reason. Enter your password and the reason for the delete and press <F10>. Do not press <Enter> before pressing <F10>. The voucher delete will be processed and the system will display the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  [redacted]
Send Payment to [redacted] [redacted]
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY          Amount          No. of days      Days
 AUTO GEN #     613 2003  701 2003
Court Ref.number                                   Amount remaining            .00
Explanation
                                       From date   To date
Case   sufix Case name            Evt# MMDD CCYY MMDD CCYY Acct     Amount  Days







Change of vendor voucher has been completed. VOUCHER # 0000011808
Nxt Tran   APV Type INQ  Case#              Petn#            Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA     b                                                               02/016
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

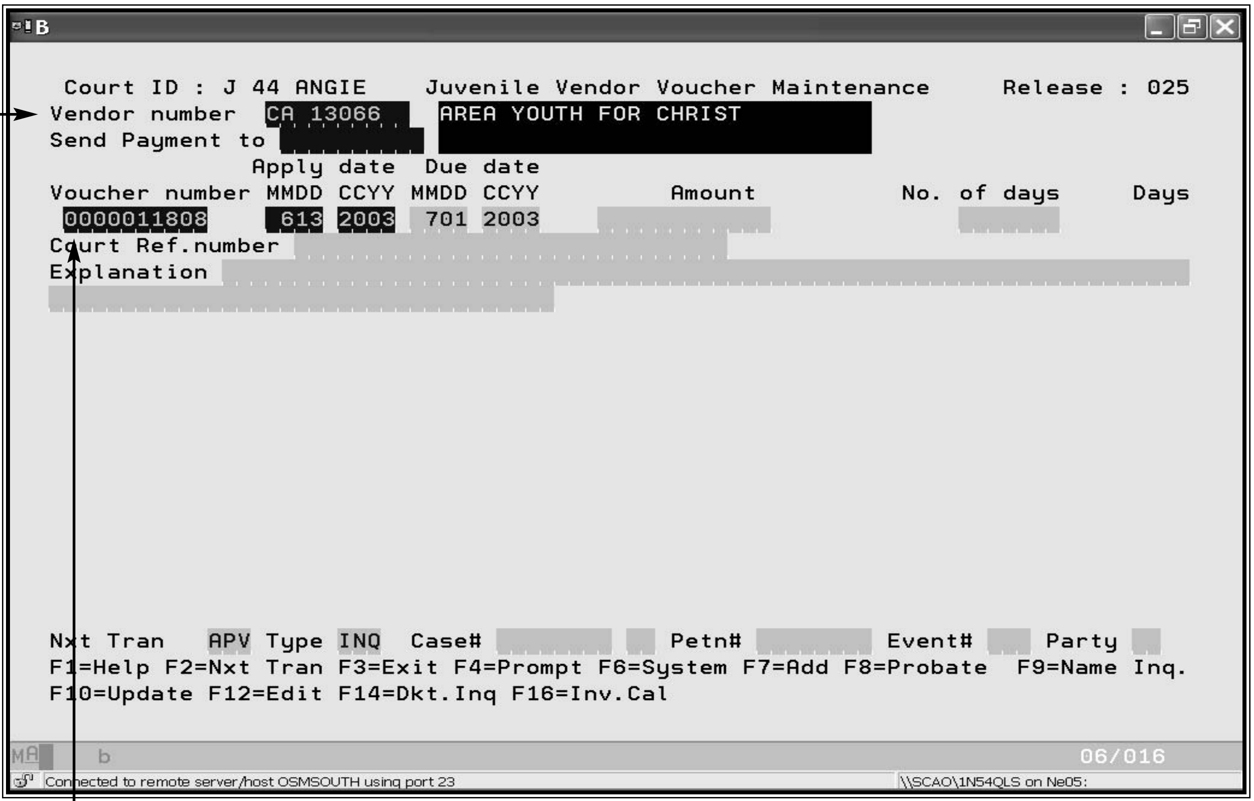
Voucher Re-Print

From the Next Tran Line, insert **APV** in the Next Tran field and press <Enter>

Juvenile Next Tran Line:

```
NXT TRAN     APV   TYPE ____    CASE NBR  00000000 __ PET 00000000 EVT ____   PTY __
```

The following screen will be displayed.

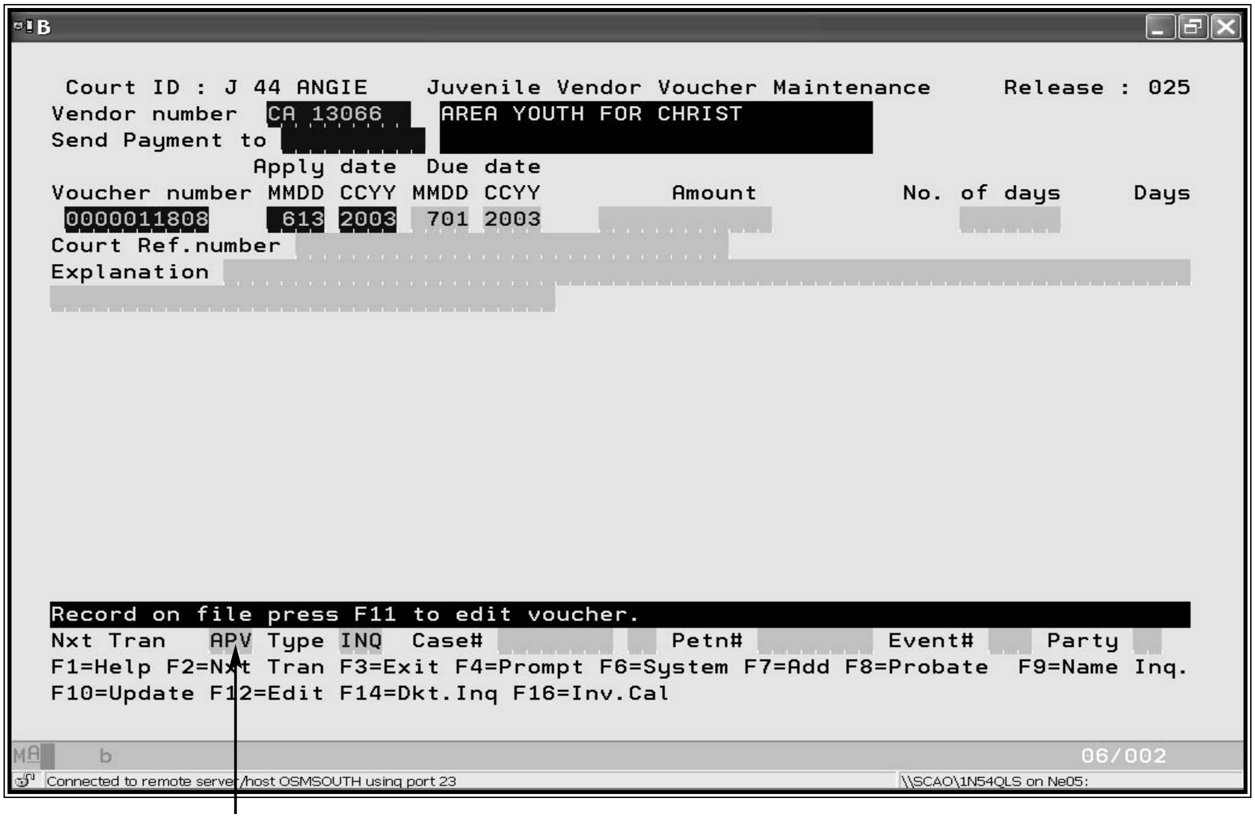


```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  CA 13066    AREA YOUTH FOR CHRIST
Send Payment to
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY          Amount          No. of days     Days
 0000011808     613 2003  701 2003
Court Ref.number
Explanation



Nxt Tran   APV Type INQ  Case#            Petn#           Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
```

1. Enter the vendor number in the vendor number field. Press <F4> for a list of vendors.

2. Enter the voucher number in the voucher number field. You will have to over type the word AUTOGEN#.

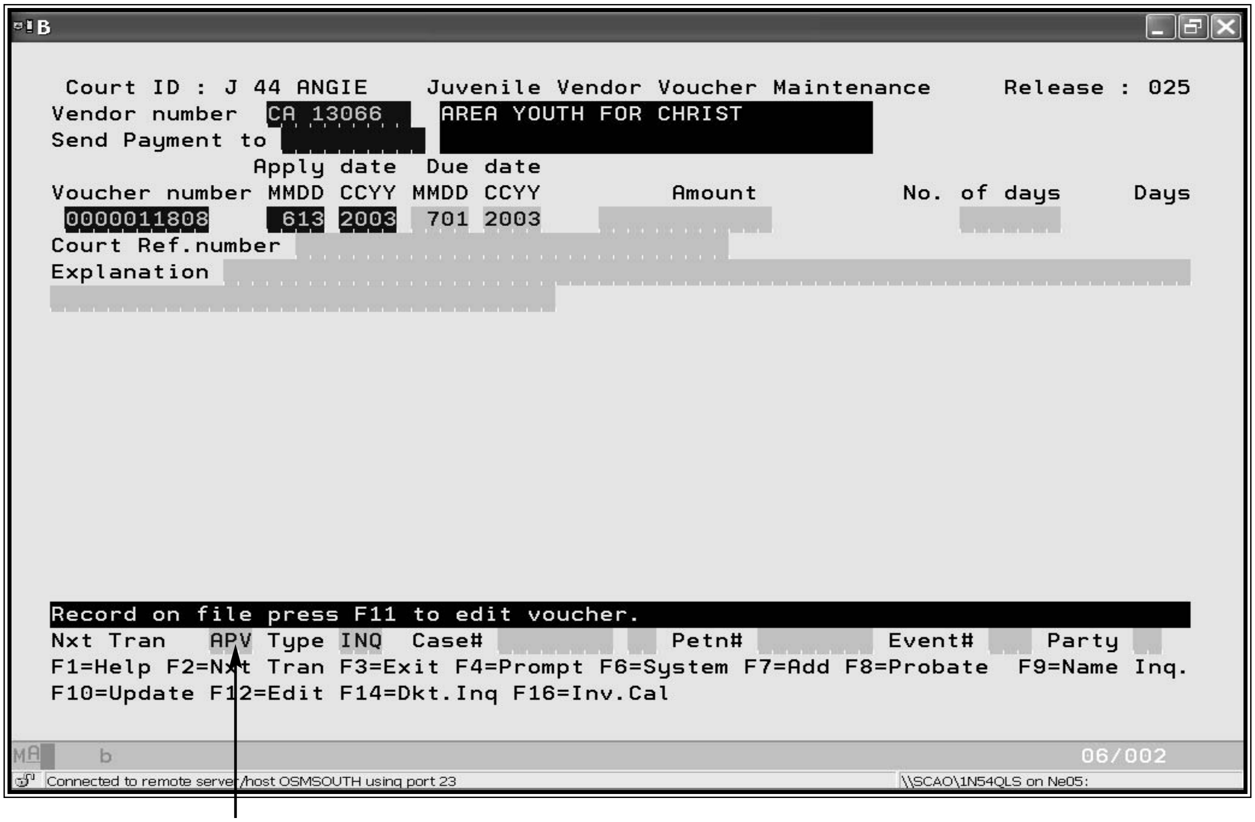
After you have entered the above information, press <Enter>. The following screen will be displayed.



```
  Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
 Vendor number  CA 13066    AREA YOUTH FOR CHRIST
 Send Payment to
               Apply date  Due date
 Voucher number MMDD CCYY MMDD CCYY          Amount          No. of days     Days
  0000011808     613 2003  701 2003
 Court Ref.number
 Explanation



 Record on file press F11 to edit voucher.
 Nxt Tran    APV Type INQ  Case#               Petn#           Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
 F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA     b                                                                06/002
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

Displayed is a message telling us that this voucher is already on file and to press <F11> to edit the voucher.

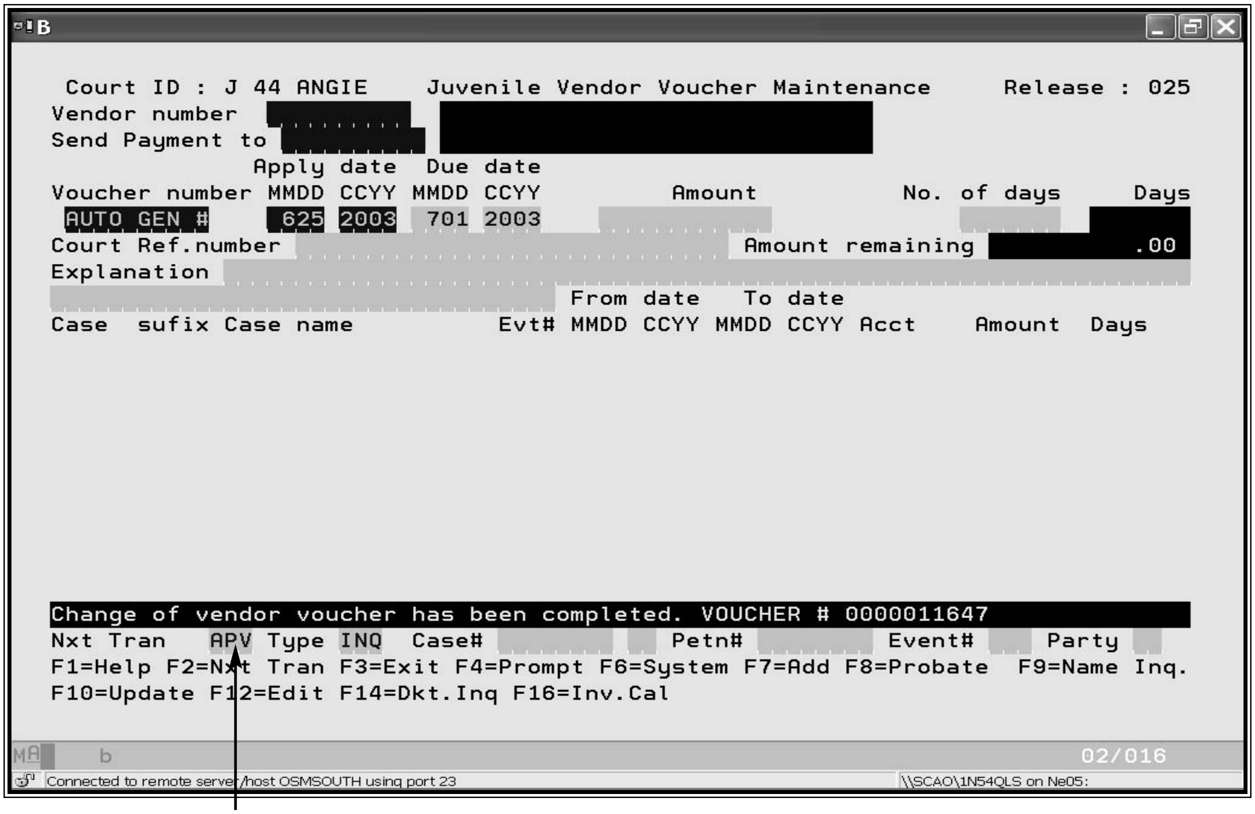
Press <F11> and the system will display the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number  CA 13066    AREA YOUTH FOR CHRIST
Send Payment to
              Apply date  Due date
Voucher number MMDD CCYY  MMDD CCYY          Amount          No. of days     Days
 0000011808      613 2003   701 2003
Court Ref.number
Explanation

Record on file press F11 to edit voucher.
Nxt Tran    APV Type INQ  Case#            Petn#           Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
MA      b                                                          06/002
Connected to remote server/host OSMSOUTH using port 23     \\SCAO\1N54QLS on Ne05:
```

Displayed is a message telling us that this voucher is already on file and to press <F10> to re-print this voucher.

The system will re-print the voucher and display the following screen.



```
 Court ID : J 44 ANGIE    Juvenile Vendor Voucher Maintenance     Release : 025
Vendor number [redacted]
Send Payment to [redacted] [redacted]
              Apply date  Due date
Voucher number MMDD CCYY MMDD CCYY          Amount          No. of days     Days
 AUTO GEN #     625 2003  701 2003
Court Ref.number                                   Amount remaining          .00
Explanation
                                    From date   To date
Case  sufix Case name          Evt# MMDD CCYY MMDD CCYY Acct     Amount  Days

Change of vendor voucher has been completed. VOUCHER # 0000011647
Nxt Tran   APV Type INQ  Case#            Petn#          Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate  F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal
```

B
MA b
02/016
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

Displayed is a message telling us that this voucher has been changed/printed.

Voucher Payment Delete

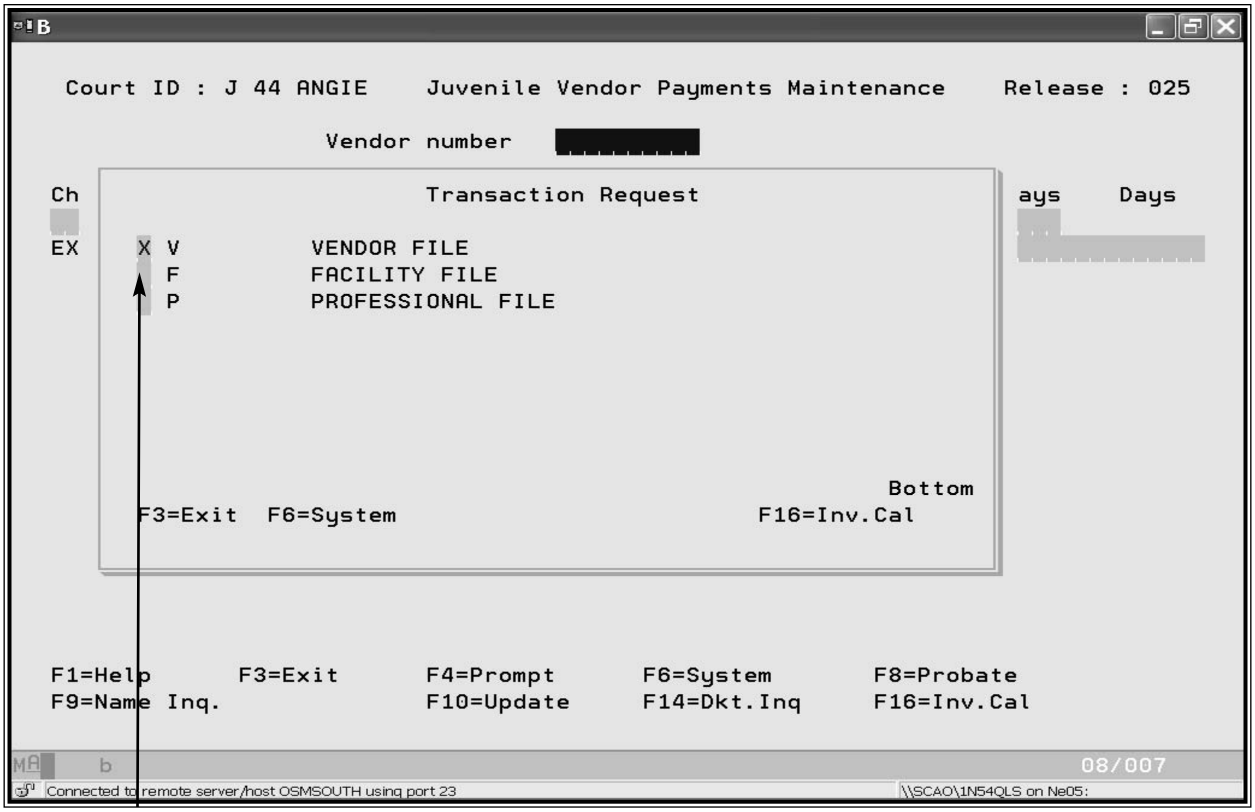
From the Next Tran Line, insert **API** in the Next Tran field and press <Enter>

Juvenile Next Tran Line:

```
NXT TRAN    API  TYPE ____    CASE NBR  00000000 __ PET 00000000 EVT ____   PTY __
```

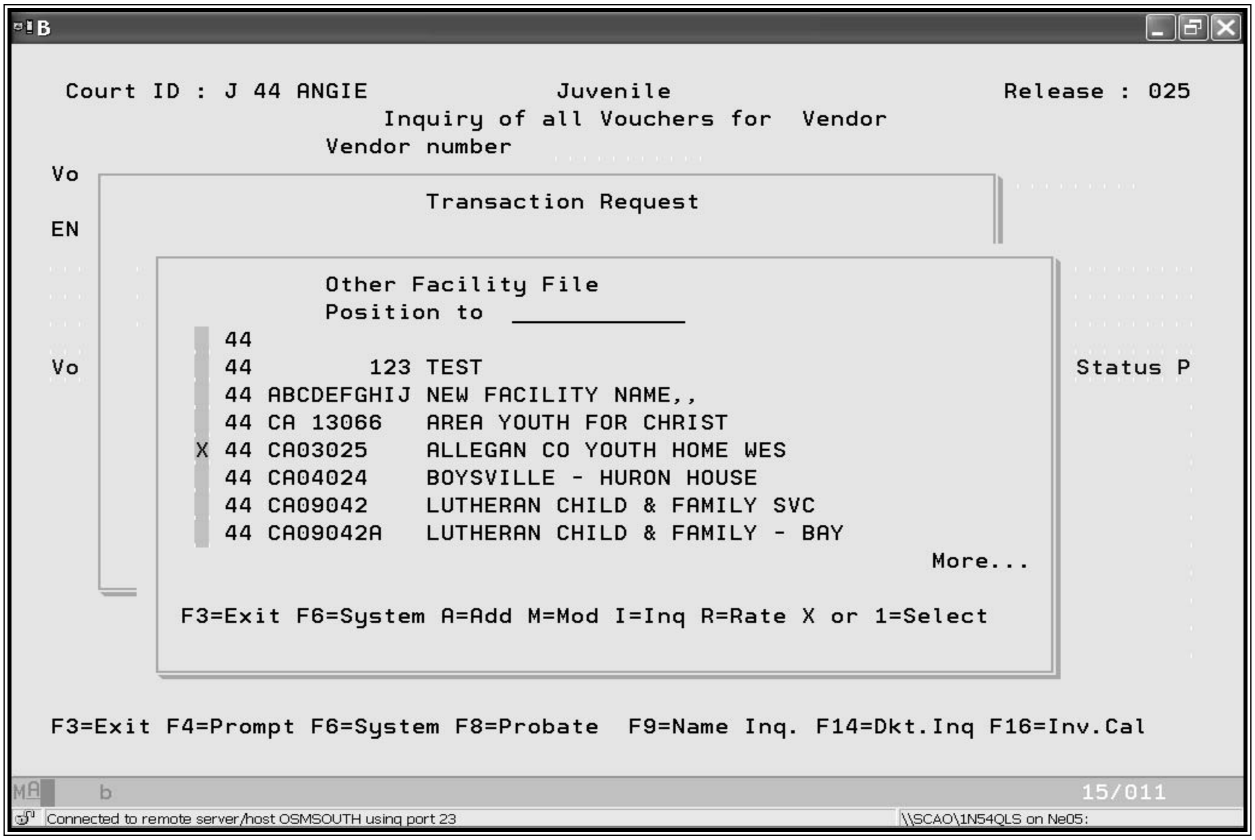
From the Vendor Number field, press <F4> for a list of vendors.

The system will display the following screen.



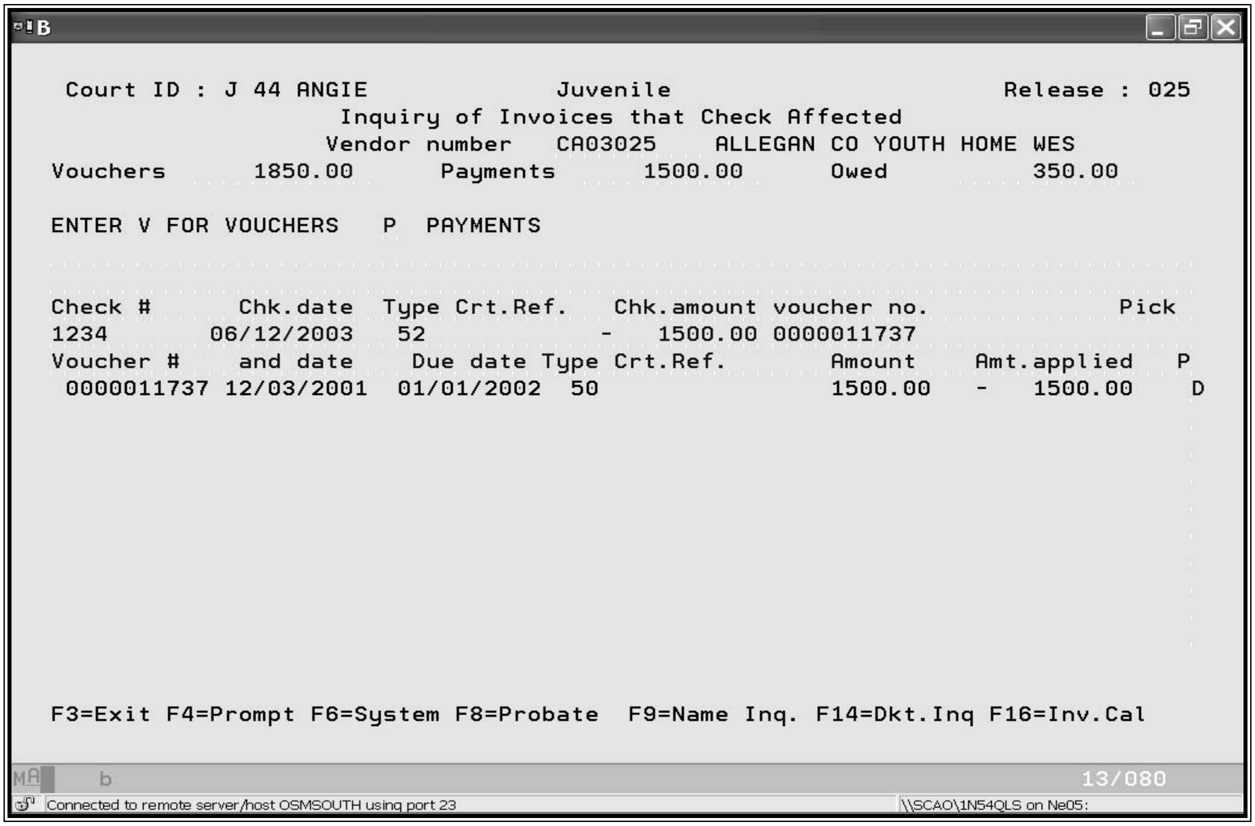
```
  Court ID : J 44 ANGIE    Juvenile Vendor Payments Maintenance    Release : 025

                        Vendor number

 Ch                         Transaction Request                     ays    Days

 EX     X V          VENDOR FILE
          F          FACILITY FILE
          P          PROFESSIONAL FILE



                                                              Bottom
        F3=Exit  F6=System                               F16=Inv.Cal


 F1=Help       F3=Exit       F4=Prompt      F6=System       F8=Probate
 F9=Name Inq.                F10=Update     F14=Dkt.Inq     F16=Inv.Cal
MA     b                                                           08/007
Connected to remote server/host OSMSOUTH using port 23       \\SCAO\1N54QLS on Ne05:
```

Enter an “X” to the left of the vendor file and press <Enter>. The system will display the following screen.



```
 Court ID : J 44 ANGIE           Juvenile                      Release : 025
                        Inquiry of all Vouchers for  Vendor
                    Vendor number
Vo
                          Transaction Request
EN

                      Other Facility File
                      Position to  _____________
               44
               44        123 TEST
               44 ABCDEFGHIJ NEW FACILITY NAME,,
               44 CA 13066   AREA YOUTH FOR CHRIST
Vo           X 44 CA03025    ALLEGAN CO YOUTH HOME WES               Status P
               44 CA04024    BOYSVILLE - HURON HOUSE
               44 CA09042    LUTHERAN CHILD & FAMILY SVC
               44 CA09042A   LUTHERAN CHILD & FAMILY - BAY
                                                         More...

            F3=Exit F6=System A=Add M=Mod I=Inq R=Rate X or 1=Select


F3=Exit F4=Prompt F6=System F8=Probate  F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal
```

You can search for your vendor by name or by vendor number. Once you have selected the vendor, place an “X” on the line to the left of the vendors name and press <Enter>. The system will display the following screen.



```
  Court ID : J 44 ANGIE           Juvenile                      Release : 025
                     Inquiry of Invoices that Check Affected
                    Vendor number   CA03025    ALLEGAN CO YOUTH HOME WES
 Vouchers      1850.00      Payments      1500.00      Owed          350.00

 ENTER V FOR VOUCHERS   P  PAYMENTS

 Check #      Chk.date  Type Crt.Ref.   Chk.amount voucher no.           Pick
 1234       06/12/2003   52           -   1500.00 0000011737
 Voucher #    and date    Due date Type Crt.Ref.       Amount    Amt.applied   P
  0000011737 12/03/2001  01/01/2002  50                1500.00   -   1500.00    D

 F3=Exit F4=Prompt F6=System F8=Probate  F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal
```

MA b
13/080
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

Enter a “P” to display payments. Enter a “D” to the right of the payment that you want to delete and press <Enter>. If you have authority to delete the payment the system will delete it and it will no longer be displayed.

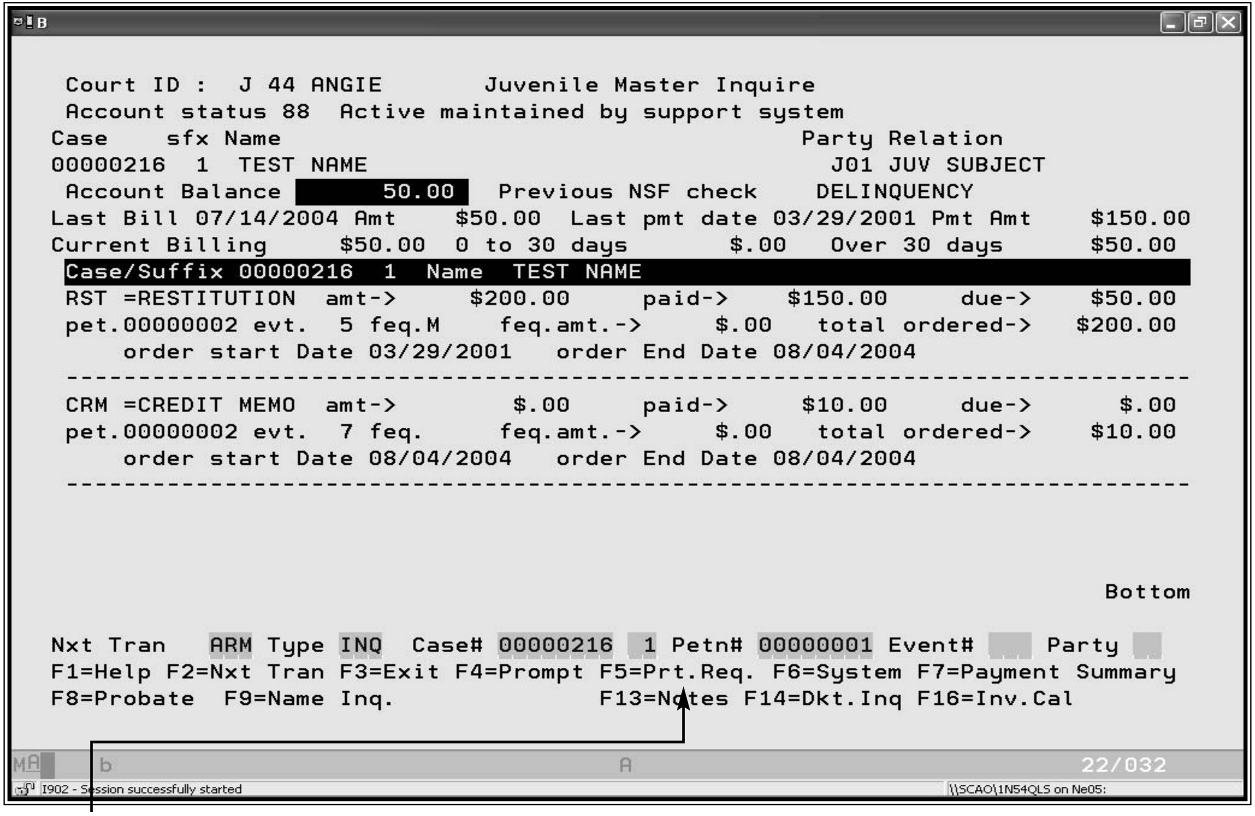
Printing a Single Bill or Delinquent Letter

From the Next Tran Line, insert **ARM** in the Next Tran field along with the case number, suffix number and party number.

Juvenile Next Tran Line:

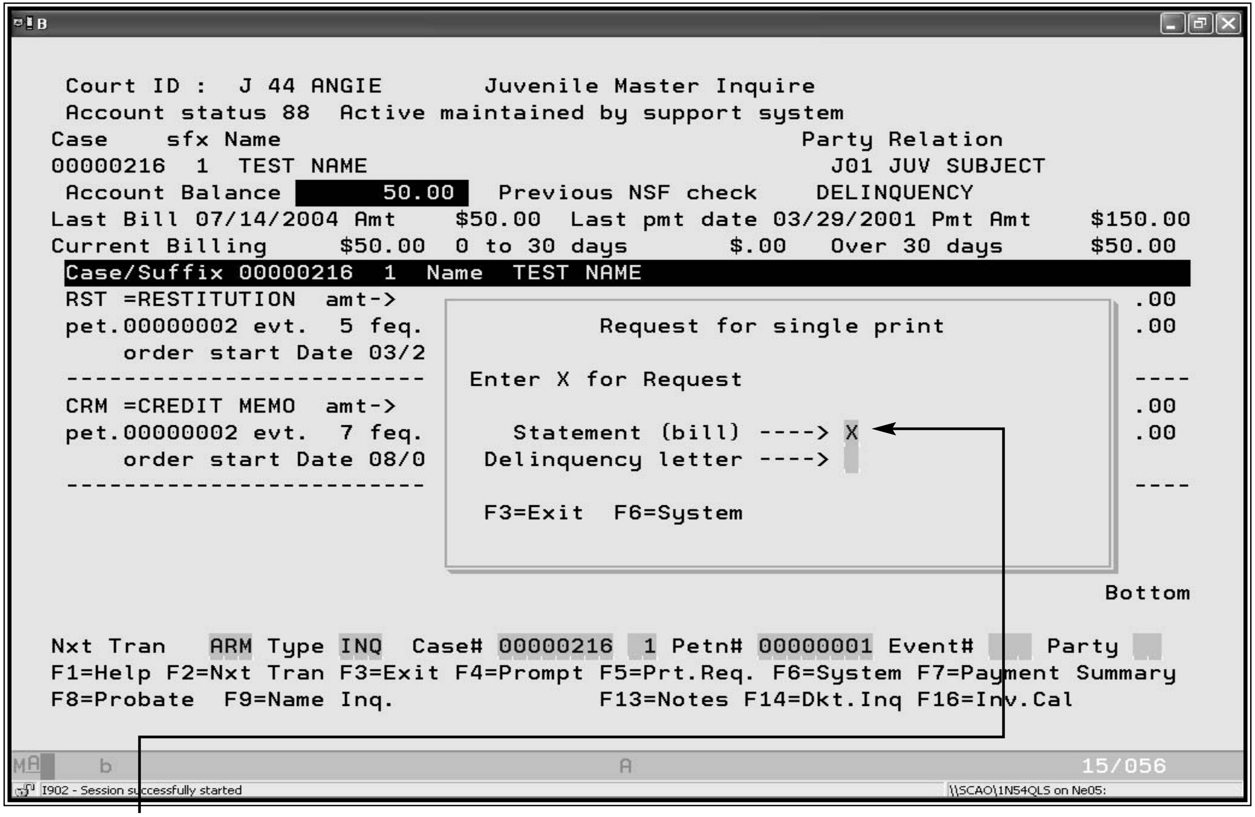
```
NXT TRAN     ARM  TYPE INQ    CASE NBR  895019 __  PET 00000000 EVT ____   PTY 01
```

Press <Enter> and the system will display the following screen.



```
  Court ID :  J 44 ANGIE       Juvenile Master Inquire
  Account status 88  Active maintained by support system
 Case    sfx Name                                   Party Relation
 00000216  1  TEST NAME                               J01 JUV SUBJECT
  Account Balance        50.00  Previous NSF check    DELINQUENCY
 Last Bill 07/14/2004 Amt    $50.00  Last pmt date 03/29/2001 Pmt Amt    $150.00
 Current Billing     $50.00  0 to 30 days       $.00   Over 30 days      $50.00
  Case/Suffix 00000216  1  Name  TEST NAME
  RST =RESTITUTION  amt->     $200.00     paid->    $150.00     due->    $50.00
  pet.00000002 evt.  5 feq.M    feq.amt.->     $.00   total ordered->   $200.00
      order start Date 03/29/2001   order End Date 08/04/2004
  ------------------------------------------------------------------------------
  CRM =CREDIT MEMO  amt->        $.00     paid->     $10.00     due->      $.00
  pet.00000002 evt.  7 feq.     feq.amt.->     $.00   total ordered->    $10.00
      order start Date 08/04/2004   order End Date 08/04/2004
  ------------------------------------------------------------------------------



                                                                          Bottom

 Nxt Tran   ARM Type INQ  Case# 00000216  1 Petn# 00000001 Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Prt.Req. F6=System F7=Payment Summary
 F8=Probate  F9=Name Inq.            F13=Notes F14=Dkt.Inq F16=Inv.Cal
```

Press <F5> for a print request. The system will display the following screen.



```
  Court ID :  J 44 ANGIE       Juvenile Master Inquire
  Account status 88  Active maintained by support system
 Case    sfx Name                                     Party Relation
 00000216  1  TEST NAME                                 J01 JUV SUBJECT
  Account Balance        50.00  Previous NSF check    DELINQUENCY
 Last Bill 07/14/2004 Amt    $50.00  Last pmt date 03/29/2001 Pmt Amt    $150.00
 Current Billing     $50.00  0 to 30 days       $.00   Over 30 days      $50.00
  Case/Suffix 00000216  1  Name  TEST NAME
  RST =RESTITUTION  amt->                                                    .00
  pet.00000002 evt.  5 feq.          Request for single print                .00
      order start Date 03/2
  -------------------------   Enter X for Request                           ----
  CRM =CREDIT MEMO  amt->                                                    .00
  pet.00000002 evt.  7 feq.      Statement (bill) ----> X                    .00
      order start Date 08/0    Delinquency letter ---->
  -------------------------                                                 ----
                               F3=Exit  F6=System

                                                                          Bottom

 Nxt Tran   ARM Type INQ  Case# 00000216  1 Petn# 00000001 Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Prt.Req. F6=System F7=Payment Summary
 F8=Probate  F9=Name Inq.             F13=Notes F14=Dkt.Inq F16=Inv.Cal
```

Enter an “X” next to either the Statement or Delinquent Letter and press <Enter>. The system will display the following screen.

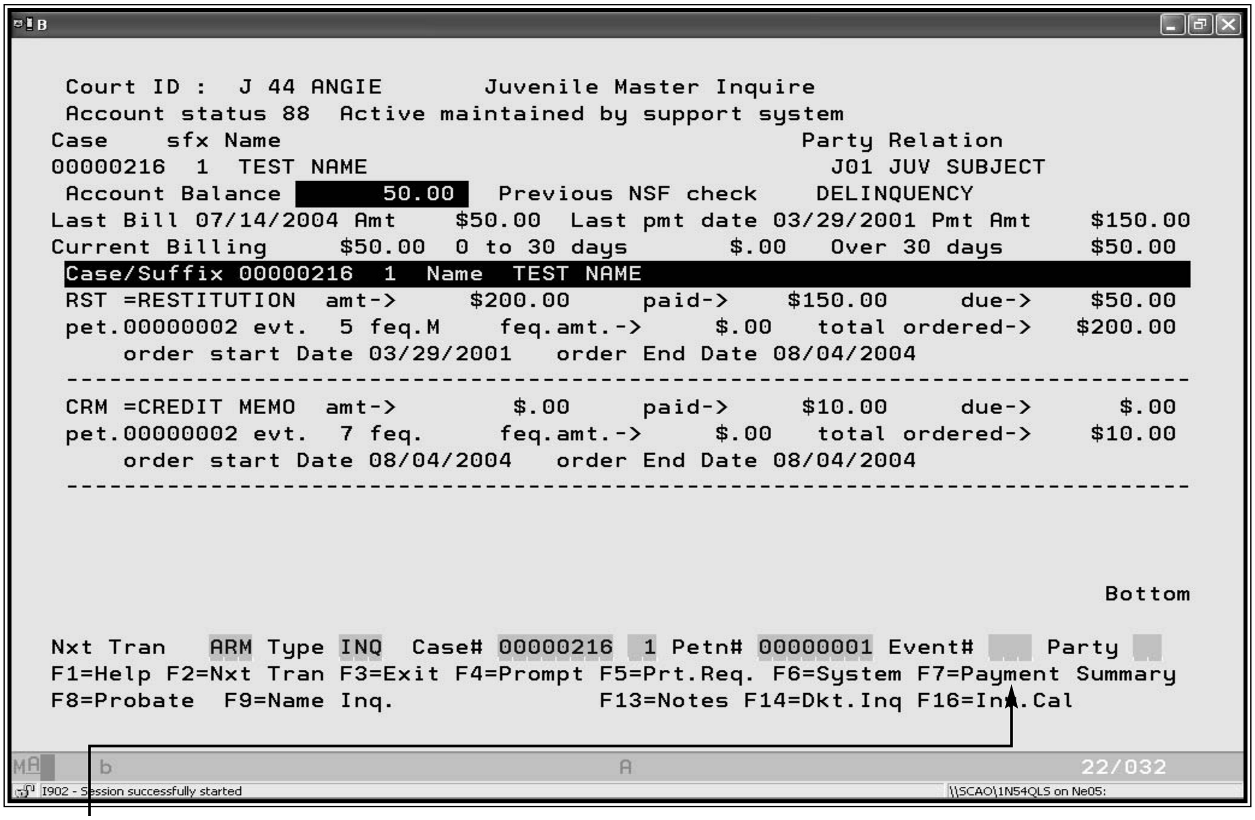
Printing a Payment Summary

From the Next Tran Line, insert **ARM** in the Next Tran field along with the case number, suffix number and party number.

Juvenile Next Tran Line:

```
NXT TRAN     ARM  TYPE INQ    CASE NBR  895019 __  PET 00000000 EVT ___   PTY 01
```

Press <Enter> and the system will display the following screen.



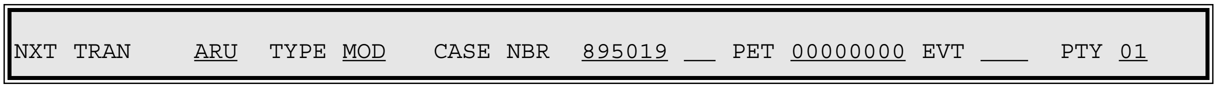
```
  Court ID :  J 44 ANGIE       Juvenile Master Inquire
  Account status 88  Active maintained by support system
 Case    sfx Name                                  Party Relation
 00000216  1  TEST NAME                              J01 JUV SUBJECT
  Account Balance        50.00   Previous NSF check    DELINQUENCY
 Last Bill 07/14/2004 Amt    $50.00  Last pmt date 03/29/2001 Pmt Amt    $150.00
 Current Billing     $50.00  0 to 30 days       $.00   Over 30 days      $50.00
  Case/Suffix 00000216  1  Name  TEST NAME
  RST =RESTITUTION  amt->     $200.00     paid->    $150.00     due->    $50.00
  pet.00000002 evt.  5 feq.M    feq.amt.->     $.00   total ordered->   $200.00
      order start Date 03/29/2001   order End Date 08/04/2004
  ------------------------------------------------------------------------------
  CRM =CREDIT MEMO  amt->        $.00     paid->     $10.00     due->      $.00
  pet.00000002 evt.  7 feq.     feq.amt.->     $.00   total ordered->    $10.00
      order start Date 08/04/2004   order End Date 08/04/2004
  ------------------------------------------------------------------------------



                                                                          Bottom

 Nxt Tran   ARM Type INQ  Case# 00000216  1 Petn# 00000001 Event#     Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Prt.Req. F6=System F7=Payment Summary
 F8=Probate  F9=Name Inq.             F13=Notes F14=Dkt.Inq F16=Int.Cal
```

Press <F7> for a print request. The system will print the payment summary. Press <F3> to exit the screen.

Flagging an Account

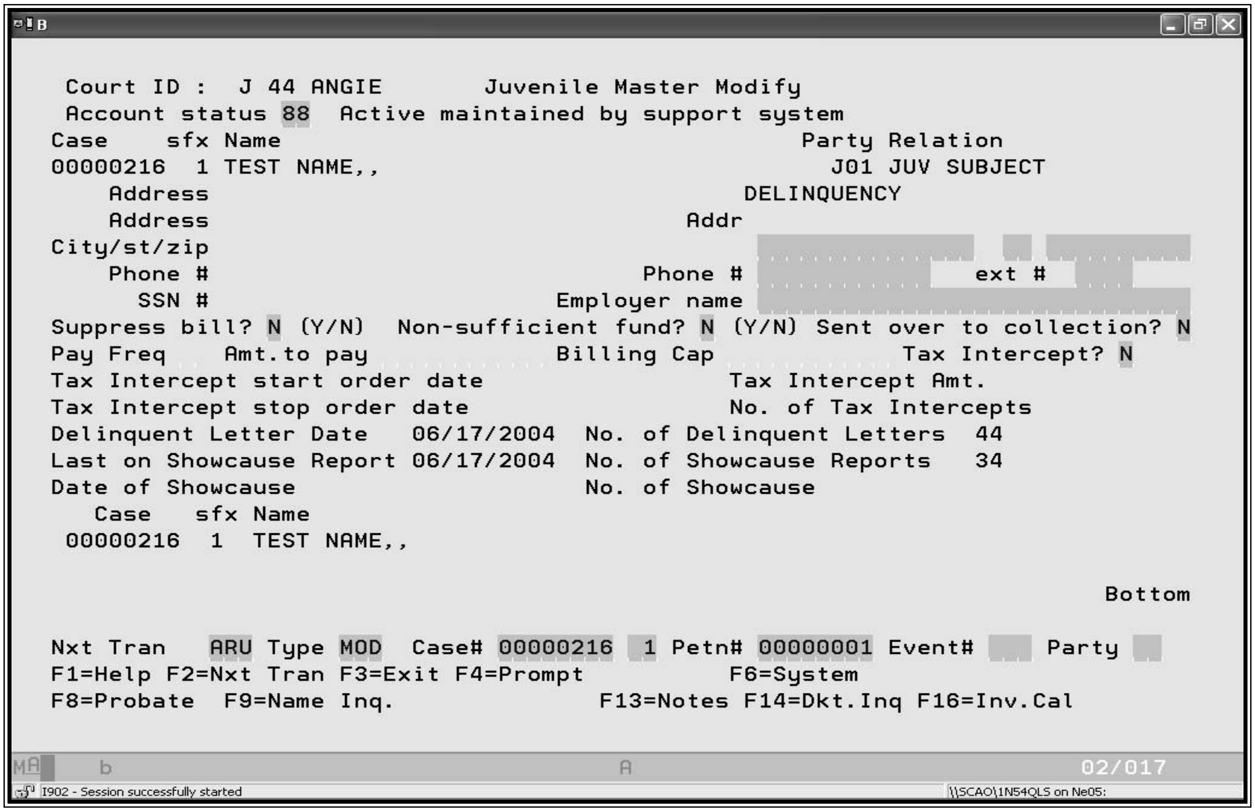
From the Next Tran Line, insert **ARU** in the Next Tran field along with the case number, suffix number and party number.

Juvenile Next Tran Line:



```
NXT TRAN     ARU   TYPE MOD    CASE NBR  895019 __  PET 00000000 EVT ____   PTY 01
```

Press <Enter> and the system will display the following screen.



```
   Court ID :  J 44 ANGIE       Juvenile Master Modify
   Account status 88  Active maintained by support system
  Case    sfx Name                                     Party Relation
  00000216  1 TEST NAME,,                                J01 JUV SUBJECT
      Address                                      DELINQUENCY
      Address                                  Addr
  City/st/zip
      Phone #                               Phone #              ext #
        SSN #                         Employer name
  Suppress bill? N (Y/N)  Non-sufficient fund? N (Y/N) Sent over to collection? N
  Pay Freq    Amt.to pay             Billing Cap             Tax Intercept? N
  Tax Intercept start order date                   Tax Intercept Amt.
  Tax Intercept stop order date                    No. of Tax Intercepts
  Delinquent Letter Date   06/17/2004  No. of Delinquent Letters  44
  Last on Showcause Report 06/17/2004  No. of Showcause Reports   34
  Date of Showcause                    No. of Showcause
     Case   sfx Name
   00000216  1  TEST NAME,,

                                                                      Bottom

  Nxt Tran   ARU Type MOD  Case# 00000216  1 Petn# 00000001 Event#     Party
  F1=Help F2=Nxt Tran F3=Exit F4=Prompt          F6=System
  F8=Probate  F9=Name Inq.              F13=Notes F14=Dkt.Inq F16=Inv.Cal
```

An account can be flagged for any/all of the following.

1. Suppress Bill - This option suppresses a bill from printing.
2. Non-sufficient fund - This will display a message on the ARP screen that the party has issued a NSF check in the past.
3. Sent over to collection - This will display a message on the ARP screen that this account has been sent to collections.
4. Tax Intercept - This will display a message on the ARP screen that this case is a tax intercept case.

Enter a “Y” next to the option that you want and press <Enter>. The system will save the changes.